

Job Description

Position:	PAYROLL OFFICER
Department:	HR - REGIONAL
Reports To:	PAYROLL & BENEFITS MANAGER

Job Purpose

Responsible for processing the full function of BTL South Africa payrolls.

Job Summary

- General Monthly payroll processing.
- Month End Recons.
- General Ledgers / Journals.
- Staff Accounts.
- Pension / provident fund (New Entries / Withdrawals).
- Discovery Health Medical Aid (New Applications / Withdrawals).
- Method of Calculation Knowledge
- Administer the Employee Self Service module of VIP Payroll.

Minimum Requirements

- Min 5 years – VIP Payroll experience (Classic / Premier)
- Knowledge and experience working with African country's payrolls an advantage.
- Attention to detail
- Word and Excel
- Matric – Compulsory

1. RULES AND REGULATIONS

- Ensure all work is carried out in accordance with the departmental and company procedure manual.
- Ensure that I understand the Rules and Regulations of all statutory bodies
- Ensure that the Bolloré Logistics Principals are adhered to.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

	Date	Name	Signature
Employee:			
Department Manager:			