



An area of unfound diversity

**Xhariep**

District Municipality

Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 713 9300, Fax: (051) 713 0461  
 municipalmanager@xhariep.gov.za Website: www.xhariep.ft.gov.za

Xhariep District Municipality comprises of the following Local Municipalities; Kopanong, Letsemeng, Mohokare and Xhariep District Municipality subscribe to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administrative offices of the municipality are situated at Trompsburg; which is 125 km's south of Bloemfontein.


To this end, the municipality seeks to fill the following vacant post:

POST NO	JOB ADVERTISEMENT	
1	Job Title	ADMINISTRATOR: PAYROLL (PERMANENT)
Ref. No. BTO077/04/2023	Reporting to	ACCOUNTANT: PAYROLL
Responsibility	<ul style="list-style-type: none"> <li>Identify errors, omissions, and/or anomalies, and provide sustainable corrective solutions upon receipt of inputs before effecting</li> <li>Analyse and review other employees' tasks for smooth running of the Payroll.</li> <li>Provide continuous training and advise to fellow payroll team members on payroll principles and processes as per the guidelines</li> <li>Identify training opportunities needed and collaborate with management to develop training content for personal shortcomings or other colleagues</li> <li>Continuously work to identify opportunities for improvement and development of payroll team, processes, and procedures</li> <li>Work closely with team members to assist with their work and handle enquiries.</li> <li>Perform monthly, quarterly and annual reporting for including other reporting.</li> <li>Understand payroll configuration of setting up new entities and new businesses in the system</li> <li>Perform day-to-day processes, including weekly, semi-monthly, and monthly client payroll processing and related activities including wage garnishments and payroll deductions</li> <li>Process transfers to various third parties including retirement contributions, payroll taxes, wage assignments, and garnishments, MP201 for PAYE, UIF, and SDL.</li> <li>Perform month-end close processes, including agency reporting, general ledger auditing, and preparing/posting journal entries.</li> </ul>	
Qualifications	A relevant 3 year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject. Computer literacy: MS Office	
Requirements	Working knowledge of payroll policies and procedures, including labour compliance and overtime laws General understanding of accounting principles. Uses good judgment and follows payroll best practices when making decisions. Highly proficient in using payroll software High level of accuracy with minimal errors in all work	
Remuneration	R232 329.22	
Specialised Training	Knowledge of HR/Payroll Systems, knowledge of Sage 300 People /Pastel system will be an added advantage	
Experience	0-2 years of experience in finance department	
Knowledge and Skills	Good knowledge of legislations governing local government in terms of Payroll function Good governance Attention to detail and strong numeracy skills	
Behavioural Competencies	Demonstrate competencies in level 1 of Finance Competency Framework of the Municipal Staff Regulations.	

Please note :

1. Applications must be on Application Form for Employment obtainable in Gazette No. 45181 –www.xhariep.gov.za appear as Annexure B in Page 762 of 770
2. Applications should include resume and certified copies of qualifications and ID.
3. It's the applicant responsibility to have foreign qualification to be evaluated by the South African Qualification Authority (SAQA) and to attach the proof thereof.
4. Should applicants not hear from us after 30 days after the closing date; they should consider their applications unsuccessful.
5. Given the anticipated huge volume of applications; communication will be restricted to shortlisted candidates only.
6. People from designated groups are encouraged to apply.
7. No late applications will be considered.
8. Canvassing of any officials or Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
9. Applicants submitting their Curriculum Vitae to this advertisement automatically agree and authorise Xhariep District Municipality and or/ its representative to undertake necessary confirmation of any information or certificate in the curriculum vitae or accompanied documents. *The applicant therefore gives consent that any information may be accessed for verification in adherence to the POPI Act.*
10. On appointment the appointee should not be holding any political office in a political party, whether permanent, temporary or acting.
11. Xhariep District Municipality reserves the right not to make any appointment and to re-advertise before a short list is compiled.

Applications should be directed to:	The Municipal Manager : Ms LY Moletsane , Private Bag X136, Trompsburg, 9913 (only hard copies)
Enquiries	Mr Tefo Lebaka _ Manager: Human Resource Management and Labour Relations Tel. 051 0112238 /Cell: 076 0981478
Date of Publication	7 August 2023
Closing Date	25 August 2023 at 13:00

Approved by: .....  
Ms. LY Moletsane  
Municipal Manager

Date: 07.08.23