

MMABANA ARTS, CULTURE AND SPORT FOUNDATION



SENIOR ACCOUNTANT: PAYROLL AND REPORTING: NMM (HEAD OFFICE) (X1)

REFERENCE NO: MACSFNMM/130824/13

POST LEVEL 8

R 396 994,92 AS A BASIC SALARY AND EXCLUDING BONUS AND BENEFITS

Permanent contract

1. Duties and Responsibilities

- Ensure that all payroll changes received from HR are captured on Sage 300c timeously.
- Full payroll function from adding new employees in the system and terminating employees whose employment service has been terminated
- Submit monthly payroll reports.
- Reconciling the payroll system to the accounting system.
- Timeous handling of all payrolls, queries from all employees
- Filling of EMP 201 on SARS e-filing
- Distribution of Payslips
- Perform various salary and payroll procedures.
- Ensure compliance with company policies and procedures.
- Provide support in the preparation of Interim and Annual Financial Statements
- Provide support in during the auditing process by both the Internal and External Auditors.

2. Minimum Requirements

- A National Diploma or Bachelor's degree in Finance and/ Auditing
- A minimum of 2 years' experience in the accounting/ auditing environment

- Completed articles with knowledge of ACCPAC will be an added advantage
- Through knowledge of PFMA, Treasury regulations, Regulatory environment and GRAP
- A valid driver's license