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### SETSHABA RESEARCH CENTRE

Setshaba Research Centre (SRC) is a South African, Non-Governmental/Non-Profit Organization in the field of medical research. The centre is located in Soshanguve Township, within the City of Tshwane, Gauteng. SRC was founded in 2004 as a medical research centre with the objective of creating value and contributing to the greater good of society.

Setshaba Research Centre needs to fill the following position and would like to invite suitably qualified candidates to apply

#### Internal and External

**Ref. No: SRC- 30-2021**

**Title: Payroll Administrator**

#### Experience and Qualifications:

- Finance / HR qualification or similar
- At least 3 years related experience in payroll administration of at least 100 employees or more
- Excellent MS Office competence experience compulsory
- Sage Payroll / VIP experience compulsory
- Sage Evolution experience would be advantageous
- Must be a person who is highly attentive and pays attention to detail.
- Previous experience in a clinical research environment will be advantageous
- Previous experience in a project based environment will be advantageous

#### Key responsibilities:

- Assume the full payroll function, which would include accurate recording and processing of all payroll transactions on a monthly basis.
- Calculate amounts for salaries, fringe benefits, overtime, unpaid leave and deductions in accordance with company policies.
- Submit all required payroll reports to SARS and other third parties timeously.
- Submit monthly UIF report to Dept of Labour.
- Provide payslips to staff on a monthly basis.
- Upload the payroll for payment.
- Reconcile all reports and ensure that accurate records are maintained.
- Support HR in signing and filing of employment contracts.
- Support audit processes with regards to payroll.
- Complete the monthly finance payroll journal and post to General Ledger.
- Support timesheet management of employees.
- Allocate monthly payroll cost to projects, based on employee timesheets.
- Support sponsor requests with regards to payroll allocations.
- Maintain confidentiality of all payroll data.

The candidate will be based at Setshaba Research Centre in Soshanguve. Own transport is essential.

#### REMUNERATION

Setshaba Research Centre offers competitive market related remuneration packages according to Qualifications and Experience.

*Always quote Ref no. and position on your reply when applying.*

**If you are interested please send/deliver your CV to: Attention Ms JL Masemola, Setshaba Research Centre, 2088 Block H, Soshanguve, 0152 or fax your CV, Qualifications and Valid Registrations to 012 799 2685 or e-mail your correspondence to [hr@setshaba.org.za](mailto:hr@setshaba.org.za).**

**No CVs without qualifications will be considered.**

For more details, contact Ms JL Masemola @ Room 18; Tel 012 799 2422

**Closing date for submission of CVs: 29/ Oct/2021. Should you not have received a response within 14 days of the closing date, please consider your application as unsuccessful**

**NB. Correspondences will only be limited to short-listed candidates and Setshaba Research Centre reserves the right not to make an appointment.**