

## **EXTERNAL ADVERTISEMENT**

<b><u>DATE ISSUED</u></b>	<b>: 22 NOVEMBER 2023</b>
<b><u>DEPARTMENT</u></b>	<b>: FINANCE</b>
<b><u>POSITION</u></b>	<b>: ADMINISTRATION OFFICER: SALARIES</b>
<b><u>REFERENCE NUMBER</u></b>	<b>: AOS/001/09/2023</b>
<b><u>REMUNERATION</u></b>	<b>: R413 308.16 TOTAL COST TO COMPANY (TCTC) PER ANNUM</b>
<b><u>TERMS OF APPOINTMENT</u></b>	<b>: PERMANENT</b>
<b><u>CLOSING DATE</u></b>	<b>: 13 DECEMBER 2023</b>

### **MINIMUM REQUIREMENTS:**

- Grade 12.
- National Diploma in Finance/Accounting/Human Resource Management or equivalent qualification.
- Minimum of 3 years working experience in a payroll environment in a corporate organisation, public sector or state-owned entities/ organs of state.

### **ADDED ADVANTAGE REQUIREMENTS**

- More than 2 years of which must be working with VIP Payroll System.
- BTech/Degree in Finance/Human Resource Management or equivalent qualification
- Working experience as a team leader or in a supervisory position.

### **REQUIRED KNOWLEDGE:**

- Knowledge of Labour legislation especially BCEA.
- Computer literacy (working knowledge of Ms Word, Ms Excel, Outlook, PowerPoint etc.).
- Knowledge of employee tax.
- Basic accounting and analytical skills.
- Excellent administrative skills.
- Ability to work under pressure and independently; and
- Problem solving skills.

### **REQUIRED COMPETENCIES AND SKILLS:**

- Job knowledge.
- Technical skills.



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website: [www.sanc.co.za](http://www.sanc.co.za)

- Acceptance of responsibility.
- Quality of work.
- Reliability.
- Initiative.
- Communication
- Interpersonal relationships.
- Flexibility
- Teamwork.
- Planning and execution
- Leadership
- Delegation and empowerment.
- Management of financial resources; and
- Management of human resources.

#### **KEY PERFORMANCE AREAS (KPA):**

- Maintain an effective VIP Payroll system (Software updates, Monthly backups & System rollover).
- Manage the users security on payroll system.
- Conduct VIP audits and inspections with regards to salary administration.
- Prepare a salary payment file with the supporting documents and submit to the Accountant for approval for approval 5 days before salary payments date.
- Make approved changes to the VIP payroll system master and ensure that supporting evidence is filed.
- Ensure that all changes to master file have been properly approved.
- Prepare monthly salary journals and submit to Accountant for approval.
- Prepare and pay fortnightly Council and examiners.
- Submission of bi-annual employer tax return on time.
- Submission of monthly UIF declaration to Department of Labour.
- Prepare third-parties' payments monthly and on time.
- Prepare and submit statutory returns to relevant authorities.
- Ensure that all claims are paid on time.
- Ensure compliance with the policies and procedures.
- Liaise with internal and external auditors during the payroll audit process.
- Prepare payroll reconciliations.
- Supervise and coach the Administration Clerk: Salaries.
- Perform any other tasks as delegated.

**NB:** Applications must be completed in full on the prescribed form, obtainable from the SANC website (<https://www.sanc.co.za/vacancies/>). Applications must be e-mailed [aosf@sanc.co.za](mailto:aosf@sanc.co.za)

**Incomplete applications or those which do not meet the above requirements will not be considered.**

The application must include only a fully completed and signed SANC Form, obtainable from the South African Nursing Council (SANC) website and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications, professional affiliation certificate as well as a driver's license where necessary, will only be submitted by shortlisted candidates to the Human Resources Department on or before the day of the interview date. Failure to do so will result in your application being disqualified.

Furthermore, where applicable, all applications must be accompanied by proof of professional registration and foreign qualifications must be accompanied by a SAQA evaluation certificate.

The SANC will conduct background checks (e.g. employment verification and reference checks as indicated on the CV, as well as in respect of criminal record, citizenship, financial records, qualifications, driver's license and professional registration, if applicable). First preference will be given to South African citizens. The successful candidate will be appointed on a 12-month probation basis and will be permanently employed if all of the performance requirements are met during probation.

Please note: Correspondence will be limited to shortlisted candidates only; therefore, if you have not been contacted within four (4) months of the closing date of this advertisement, please accept that your application was not successful. therefore, is committed to employment equity and therefore people living with disabilities are encouraged to apply. Enquiries may be directed to Mr Phuti Mahanyele at Tel. no. (012) 420 1068. The South African Nursing Council reserves the right not to make any appointment.

**ERRATUM.** Kindly be informed that the closing date for this position that was advertised in the SANC website on 15 November 2023 is extended from 06 December 2023 to 13 December 2023. Candidates who previously applied need not reapply as their applications will still be considered. We apologize for the inconvenience.

