

THE ORGANISATION

Potentia was established in 1998 and today is a market leader in the Namibian recruitment industry. With offices in both Windhoek and Cape Town, we provide a spectrum of Human Resource management services primarily within three core fields namely: Recruitment, Organisational Development and HR Project Management. We have forged mutually beneficial long-term relationships with our clients, many of whom are industry leaders in fields such as health, service, mining, insurance, education, aviation, investment banking and media. As an integral part of our client service offering, the need has therefore arisen to fill the position of:

PAYROLL ADMINISTRATOR/ACCOUNTANT

THE POSITION

Operating in a very demanding and fast-paced environment, you will be a seasoned VIP payroll specialist who can immediately assume the responsibilities of this position without requiring further training and accompaniment. The position requires a professionally mature individual who has the desire to be part of a dynamic and results-driven team. Proficiency and proven experience at a supervisory level in a VIP payroll processing environment is a pre-requisite. Reporting to the Manager: Finance and Administration, you will be required to take full responsibility for the payroll administration function and ensure compliance and high standards of accuracy. Your main focus will be to manage and ensure a meticulous and efficient payroll system that consistently meets the stipulated deadlines and is fully compliant with internal and external regulations. You will work in conjunction with the finance team to refine and strengthen the payroll system with the objective of maintaining a high standard of service to our clients. The ability to expand the payroll service within existing clientele and identify new opportunities will be pivotal to the sustainability of this position.

KEY AREAS OF RESPONSIBILITY: YOU WILL

- Manage all aspects of delivery of Potentia's client payroll calendar.
- Be fully conversant with the technical aspects of VIP payroll including but not limited to: back-ups, system roll over, processing, report writing, financial year-end reporting. This will form an integral part of your responsibilities.
- Be responsible for statutory payments preparation and process management.
- Prepare and review payroll management reports to donor funded projects and Potentia.
- Review and process monthly donor funded projects and Potentia payroll inputs.
- Liaise with clients with regards to payroll matters.
- Ensure that the VIP system is up to date with the latest version and ensure that it is in compliance with the accounting standards.
- Ensure that the payroll processing complies with the Namibian labour law.
- Generate query reports to clients on any deviations based on best labour practices.
- Maintain existing clients and source new business in order to expand the payroll service offering.
- Coordinate payroll checking meetings to ensure the efficiency of the payroll inputs.
- Perform bank batch checking in order to assess any discrepancies and provide the assurance required.
- Provide administrative and ad-hoc support to the finance team, which includes running back-up processes and managing hardcopy and electronic filing systems.
- Review and perform medical aid reconciliations.

THE PERSON

Minimum requirements:

- A Bachelor's degree in Accounting and/or Finance field, will be a distinct advantage.
- VIP certification with at least a minimum of 3 years' experience in a similar position with SAGE VIP payroll system exposure. This requirement is not negotiable.
- A strong understanding and appreciation of Labour legislation and Income Tax regulations.
- Sound Microsoft Office package knowledge, specifically Microsoft Excel.
- Sound financial knowledge and can easily interpret the financial implications of payroll and provide ad hoc support to Finance.
- Proficiency in English, written and spoken.
- Proof of Namibian citizenship

COMPETENCY REQUIREMENTS: YOU ARE

- Interpersonally and emotionally objective, and can focus on essentials without being side-tracked.
- An exceptionally clear thinker.
- Willing to take self-motivated actions to do more than is expected in the job with the aim of improving job performance and identifying areas of improvement.
- Deadline and highly performance driven.
- Not fazed by high pressure situations, and can actually thrive under pressure.
- Able to prioritise multiple tasks with a high degree of accuracy, and function optimally in a fast-paced, deadline-oriented environment.
- Focused on achieving goals and delivering high quality work within the stipulated period with minimum effort
- Able to hold yourself and the organisation to high standards of excellence.
- Able to understand and appreciate complex issues and concepts.
- Able to work together with a team in a joint intellectual effort and also independently in order to achieve a common goal.

INTERESTED?

We offer an attractive package commensurate with qualifications and experience. The closing date is **25 August 2017** and suitably qualified Namibians are encouraged to apply. We request that you e-mail your CV to admin6@potentia.com.na for the attention of **Mr Cameron Kali**. In the event that you do not receive an acknowledgement of your application within 5 working days, please contact us on 061 381 000. Kindly be advised that **all applications will be handled exclusively by Potentia and all selected candidates will be required to undertake an assessment test. Only electronic CV's will be accepted. Our Client reserves the right not to make any employment offer. We reserve the right not to make an appointment.**



POTENTIA

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