

The organisation

Our client emerged out of a very specific market need for a premier outsourced payroll solution, a compliance service model, deduction management and taxation advisory services. These functions are typically highly specialised and as a result costly, making it rarely feasible for companies to have in house. Our client responded by soliciting and tapping into the capabilities of renowned specialists in the field to form part of a dynamic team and opened doors in 2017. Since their inception they have forged mutually beneficial relationships with their clients by offering complete assurance, exceeding service expectations and delivering on promises. As an integral part of their service offering and the growing demand, the need exists to secure a dynamic individual who is able to grow with the organization and or adapt seamlessly to the prevailing service and work ethic.

PAYROLL ADMINISTRATOR

The position

The position requires a professionally mature individual who has the desire to be part of a dynamic and results-driven team. Reporting to the Head of Payroll, you will be responsible for the payroll administration, whilst ensuring compliance, standards of excellence and accuracy. Your main focus will be to accurately prioritise, plan and execute the monthly payroll in order to consistently meet the deadlines and remain compliant with internal and external regulations. In addition to assure every phase of delivery is executed meticulously. This position offers you an opportunity to sharpen your specialist payroll capabilities and broaden your customer engagement scope and fitness. You will gain an invaluable degree of experience and expertise garnered alongside Namibia's seasoned payroll experts guaranteeing you the opportunity to in future work with high net value clients and organisations. The skills sets harvested during your anticipated tenure with the organisation, you will certainly be able to leverage meaningfully in your professional career. Whether you present as young mobile talent and or a mature individual who is close to retirement this position extends an opportunity. A flexible part-time employment solution can also be contracted provided that the month end payroll period is secured. A disciplined work ethic is of paramount and oozing a youthful spirit and able to associate and identify with a multicultural client base and work force.

Key areas of responsibility:

- Manage all aspects of delivery for the clients' payroll process and calendar.
- Be fully conversant with the technical aspects of payroll administration, 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.
- Prepare statutory reports and oversee the payroll process flow.
- Liaise with clients pertaining to payroll matters and offer client support.
- Ensure that the payroll process design and execution complies with the Namibian Labour Law.
- Generate query reports to clients on any deviations based on best labour practices.
- Perform bank batch checking in order to assess any discrepancies and ensure accuracy of same.
- Provide administrative and ad-hoc support, which includes running back-up processes and managing hardcopy and electronic filing systems.
- Review and perform payroll related reconciliations.

The Person

Minimum requirements:

- A minimum of 3 years' payroll experience in a corporate environment. However, a talented young graduate with 1-year relevant payroll experience will suffice.
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- Knowledgeable on compliance and legislative issues.
- Ability to draw financial data, manipulate and present results through reports.
- Detailed oriented and display a great deal of discretion and confidentiality.
- Experience in VIP will be an added advantage.
- Demonstrative understanding and appreciation of the Labour legislation framework and Income Tax regulations.
- Sound Microsoft Office package knowledge, specifically Microsoft Excel.
- Proficient in English and Afrikaans.
- Namibian citizenship.

Competency requirements:

- Interpersonally and emotionally objective, and can focus on essential tasks.
- Exceptional interpersonal ability coupled with well developed communication skills.
- Interpersonally effective and balanced levels of assertiveness.
- Deadline and performance driven.
- Thrive under pressure and highly analytical.
- Able to prioritise and multiple task with a high degree of accuracy.
- Function optimally in a fast-paced, deadline-oriented environment.
- Maintain high standards of excellence.
- Hands-on, solutions minded and able to take decisions.
- Able to work together with a team in a joint intellectual effort and independently in order to achieve a common goal.

Interested?

We offer an attractive package commensurate with qualifications and experience. The closing date is **12th October, 2018** 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.**