

The Company

A well-established Namibian based leading consultancy, providing services to both local and international clients. They have established a strong reputation and superior position in the market, for placing high-calibre professionals and finding effective, high-impact workforce solutions for various organisations and business sectors. Their driving purpose is to ensure meaningful and sustainable workplace collaboration between organisations and talent. For more than 20 years, they have remained committed to their uncompromising pursuit of excellence, knowledge leadership, and integrity to consistently amplify potential.

The Position

The primary purpose is to manage the payroll service offering of the organisation by ensuring effective payroll services to all engaged clients, through the effective implementation and evaluation of payroll systems, administrative control, payroll data collection and storage. The primary focus of this role will be accuracy, professionalism and compliance with respect to the payroll services rendered to clients.

Key areas of focus:

- **Payroll Management:** Ensure the operational effectiveness, compliance and accuracy of the various clients' payrolls.
- **Payroll reconciliations and third party payments:** Ensure timely and accurate reconciliations of all clients payroll payments.
- **Annual PAYE5 reconciliations and certificates:** Ensure payroll taxes are in good standing.
- **Annual audits:** Ensure all clients payroll records are audit ready and compliant.

The Person

Minimum requirements:

- Degree in Accounting, Finance or equivalent qualification from a recognised tertiary institution.
- At least 3 years' management or senior supervisory level experience in a payroll environment.
- Proven experience in the operational functionalities of the VIP Payroll software system.
- Demonstrated intelligence of Namibian tax laws including the Income Tax Act.
- General knowledge of the Labour Act of Namibia.
- Proven experience with large payroll audits.

Competency requirements:

- Strong technical aptitude with good conceptual ability.
- Independent and proactive.
- Exceptional problem-solving ability.
- Effective planning ability coupled with strong interpersonal objectivity skills.
- Execute work with efficacy and possess good stress tolerance.
- Emotionally intelligent, results-driven and compliant.
- Ethical and must exhibit impeccable integrity standards.
- Ability to organise own workload, take initiative, and apply good judgment.
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Interested?

Closing date: **30 October 2020**

Email your CV to apply2@potentia.com.na

Please be advised that all applications will be handled exclusively by Potentia Namibia Recruitment (Pty) Ltd and all selected candidates will be required to undertake an assessment test. Only electronic CVs will be accepted.