



External Advert

Amajuba District Municipality

Amajuba District Municipality is an equal opportunity, affirmative action employer and also encourages applications from disabled persons.

DEPARTMENT OF FINANCIAL SERVICES(BTO)

PAYROLL CLERK – T6

Minimum Requirements

Matric and 1 year Certificate in Financial Management or NQF 5 equivalent qualification Added advantage knowledge of MScoa with 1-2 years experience in relevant Financial environment.

Summary of duties

- Updates and maintains the payroll systems, review, and processes salary payable to members, allowances and deductions applying laid down procedures to insert, adjust, reconcile pay data into schedules, reports, and accounting systems. Collecting the necessary data for the accounting purposes.
- Capture new employees (permanent & temporary), EPWP on Payroll system from documents collected from HR.
- Discharge all employees leaving the service. Ensure that all monies owing to council are deducted and that no salary is paid after they have been discharged.
- Administer benefits plans such as medical, pension fund, etc.
- Capturing of deductions and allowances such as travel allowance, housing subsidy, garnishees, loans, insurance, etc.
- Processing of application/claim forms pertaining to insurance, medical aid, UIF or other related benefits for members upon engagement and or termination of services.
- Verify that all overtime, time sheet for employees is authorised before processing.
- ACB Payments thereof, calculating of Km's as per Dot Rates for each month, ensure all attachments and correct procedures followed prior to payment and check if employee receives a travel allowance to ensure tax is deducted.

Remuneration: R 12 122,24 per month

Applications consisting of a comprehensive CV, covering letter together with certified copies of matric certificate, tertiary qualifications, and ID must reach HR Section no later than **12h00 on 26 June 2023**. Enquiries may be directed to HR Section: 034-3297200 during office hours.

Facsimile, email or late applications will **not** be accepted. Only short-listed applicants will be contacted and subjected to the vetting process. If you are not contacted three months after the closing date, your application would have been unsuccessful. Applications **MUST** be addressed to The Acting Municipal Manager on:

Physical Address:
Amajuba District Municipality
B9356 Amajuba Building
Section1
Madadeni, 2952

Postal Address:
Amajuba District Municipality
Private Bag X6615
Newcastle
2940

**PM MANQELE
MUNICIPAL MANAGER**