



*The National Credit Regulator (NCR) was established as the regulator under the National Credit Act 34 of 2005 (the Act) and is responsible for the regulation of the South African credit industry. It is tasked with carrying out education, research, policy development, registration of industry participants, i.e. credit providers, credit bureaux, alternative dispute resolution agents, payment distribution agents and debt counsellors, investigation of complaints, and enforcement of the Act. The Act requires the NCR to promote the development of an accessible credit market, particularly to address the needs of historically disadvantaged persons, low income persons, and remote, isolated or low density communities. The NCR invites applications from suitable candidates for the following position:*

**Position: Payroll Specialist  
Paterson Grade: D-Lower**

**Requirements:**

- The successful candidate will hold a three year Degree/National Diploma in either Human Resources (HR) or Finance coupled with at least 5 years solid payroll administration experience. Extensive experience in SAP Payroll and some HR generalist experience will serve as an added advantage.

**Duties:**

- Monthly payroll capturing and processing which will include the administration of basic personnel information on the HRIS.
- Handling of all salary queries.
- Leave and benefits administration which include the overseeing of the administration of retirement/provident fund, monthly contribution payments and reconciliations.
- Responsible for third party payments.
- Assisting managers with performance contracts and assessments and management of performance improvement process.
- Conducting of salary surveys.
- Submission of statutory reconciliations
- Ensuring compliance of payroll system with applicable legislation as well as internal and external audit requirements.

**Knowledge:**

- Exposure to benefits and compensation activities within an HR function.
- The ability to analyse data effectively.
- Excellent attention to detail and numeric capability.
- The credibility to support proposals with evidence.
- The flexibility to react to a changing environment and promote forward thinking.
- Outstanding knowledge of different payroll systems.
- Strong knowledge of South African Tax laws as well as other legislations.

**Skills:**

- Above average MS Excel skills.
- Presentation skills.
- Interpersonal skills.
- Communication skills.
- Relationships management skills.
- Problem solving skills.
- Computer literacy.

**Closing Date: 9 September 2016**

The National Credit Regulator is an equal opportunity organisation which offers competitive market related packages. Suitable persons should send a detailed CV quoting the relevant reference number to: [Recruitment@ncr.org.za](mailto:Recruitment@ncr.org.za)  
**Correspondence will only be entered into with short listed candidates. The National Credit Regulator reserves the right not to make an appointment.**



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