



*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**  
**Salary ranges from R405 200 – R769 900 maximum**

**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.
- Conducting of salary surveys.
- Compilation and submission of statutory reports and returns.
- Ensuring compliance of payroll system with applicable legislation as well as internal and external audit requirements.
- Compilation, Verification and capturing of special payments, annual salary increases and adjustments and bonus payments.
- Verify and issue annual IRP5 certificates to all employees.

**Knowledge:**

- Exposure to benefits and compensation activities within an HR function.
- The ability to analyse data effectively.
- Excellent attention to detail and numeric capability.
- Extensive knowledge of SAP.
- Knowledge of relevant Tax laws as well as other legislations.

**Skills:**

- High Numerical Skills.
- Above average MS Excel skills.
- Presentation skills.
- Interpersonal skills.
- Communication skills.
- Relationship management skills.
- Problem solving skills.
- Computer literacy.

**Closing Date: 10 May 2019**

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: [HRM-Recruitment@ncr.org.za](mailto:HRM-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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