



**NATIONAL UNION OF METALWORKERS OF SOUTH AFRICA
HEAD OFFICE**

155 Bree Street
Cnr Gerard Sekoto
Newtown, Johannesburg
2001

P O BOX 260483
EXCOM
2001

Tel: (011) 689 1700
Fax: 086 547 0283

careers@numsa.org.za

HEAD OFFICE CAREERS

Advertisement Category	Internal & External
Status of Advertisement	Replacement
Status of Vacancy	Permanent
Location of Vacancy	Human Resources Department
Date of Advertisement	29 August 2017

NUMSA has the following vacancy at its Head Office in **Newtown, Johannesburg**

NUMSA invites suitably qualified candidates to apply for the following position:

ASSISTANT ACCOUNTANT: PAYROLL

Purpose of Position: Responsible for the Full payroll service and be accountable for correct and timeous capturing of employee data.

Inherent Requirements:

- Degree / Diploma or equivalent in Payroll/ Human Resources;
- Minimum 2 - 3 years appropriate experience in a payroll environment;
- VIP People Payroll (Sage 300 people) experience;
- SAGE Pastel Evolution and Easy File experience;

Competencies:

- Knowledge of Human Resources and payroll processes
- Assertive yet professional;
- Deadline orientated
- Excellent computer skills
- Adaptability and sense of urgency;
- Excellent communication and interpersonal skills;
- Ability to work independently within a team environment;
- Ability to work under pressure while maintaining attention to detail;

Responsibilities:

- Collate payroll changes
- Calculate deductions
- Maintain all staff records
- Benefits administration and liaison (Medical Aid, Provident Fund)
- Liaising with Staff Provident Fund providers on any employee changes and requests



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- Ensure integrity of payroll information is maintained.
- Month end salary journal and payroll reports
- Mid and tax year end reconciliations
- Resolve payroll related queries
- Prepare monthly payments
- Entire cycle of payroll processing from capturing new employees, lewave administration, terminations, increases and bonuses etc.
- Prepare and submit EMP201
- Prepare and submit UIF Declaration
- Execute any reasonable task as delegated by NUMSA leadership;

Closing date for applications: 05 September 2017

Applications may be submitted to Human Resources at:

NUMSA Head Office

OR

P O Box 260483,

153 Bree Street

Excom, 2001

Cnr Gerard Sekoto

Newtown, Johannesburg, 2001

Fax: 086 547 0283

Email: careers@numsa.org.za

Applicants please note:

NUMSA reserves the right not to make the appointment;

The interview process is guided by the principles and objectives of Employment Equity legislation;

Only shortlisted candidates shall be invited for an interview;

Shortlisted candidates shall be subjected to a competency/skills assessment;

If you are not contacted within **fourteen (14) days** of the closing date, kindly consider your application to be unsuccessful;

Applications from persons with disabilities are welcome;