

VACANCY

HUMAN RESOURCES AND PAYROLL OFFICER

Suitably qualified and experienced candidates are invited to apply for the above vacancy.

CORE PURPOSE OF THE JOB

To perform the full scope of an HR Officer, generalist function which entails recruitment and selection, performance management, industrial relations, HR administration and document management, implementation of the HR strategy, policies and procedures and payroll administration.

The role is applicable to all regions of the Bank and therefore travel and overnight stays may be required.

The HR and Payroll Officer role is a support function to the business and is required to render accurate, efficient and exceptional internal customer service at all times.

KEY PERFORMANCE AREAS

- **Recruitment and Selection:**
 - Responsible for drafting the vacancy advert, sourcing suitable candidates directly on behalf of the Bank and through the use of recruitment agencies, developing competency based interview guides, conducting panel interviews, drafting offer letters and contracts of employment.
 - Responsible to schedule and coordinate panel interviews and ensure that the parties are provided with the recruitment pack prior to the interview.
 - Ensure the selection of the best fit for the role through examination of C.V's, and conducting relevant checks and assessments.
 - Ensure that new and existing staffs' induction and development plans are efficiently and timeously executed by the Training Department.
- **Performance Management**
 - Provides guidance and advice to management and staff on the performance management process in line with the Bank's policy.
 - Assist with the implementation of performance improvement plans where required
 - Provides assistance to management and staff on the PDP process.

- **Industrial Relations**
 - Provides guidance and assistance to management and staff on the disciplinary procedures in keeping with the Bank's policy
 - Attends disciplinary enquiries as an HR Representative as and when required
 - Draft letters of warning and notices of enquiries for approval

- **HR Administration and documentation management**
 - Ensures that all HR administration is attended to accurately and timeously
 - Ensures methodical record keeping according to the HR system and procedure requirements (hard copies and electronic documentation management)
 - Provides documents timeously and accurately for internal and external audits
 - Generates HR reports from the system as and when required
 - Assists the HR Manager with the compilation of reports and written submissions
 - Drafts various HR related letters
 - Assists the HR Manager to amend policies as changes occur as well as assisting in the research and development of HR related policies
 - Develops and updates job descriptions as and when required
 - Co-ordinates job grading meetings as and when required
 - Conducts exit interviews for all positions

- **Implementation of the HR strategy**
 - Assists the HR Manager to implement the HR strategy by carrying out delegated tasks, assignments and projects as and when requested
 - Assist the HR Manager to conduct research on various HR topical matters
 - Assist the HR team to ensure that staff satisfaction is improved through the implementation of various HR interventions
 - Ensure smooth coordination and implementation of Employee Wellness initiatives

- **Payroll Administration**

- Perform the full scope to the payroll function for the Bank
- Ensure that the payroll is administered in keeping with the Bank's policy and procedures and legislative requirements
- Ensure timeous and accurate salary payments and other HR related payments on the Bank's payment system
- Ensure timeous and accurate capture of changes to staff information on the payroll system.
- Ensure all new employees and terminations are recorded on payroll
- Ensure that the staff termination checklist is timeously completed and referred to the relevant divisions for deactivation of accesses for exiting staff.
- Ensures accurate record keeping of all payroll documents (hard copies and electronically)
- Ensure all pay related queries are dealt with efficiently and timeously
- Ensure all updates and new releases are timeously updated on the system
- Ensure that all payroll reporting is attended to timeously and accurately
- Assist with administration of staff finance deals.
- Ensure all credit and related background checks are conducted on staff applying for deals.
- Efficient administration of the VIP ESS system
- Provide support to staff regarding ESS and ensure that all permanent staff have access to ESS

- **HR Support**

- Conducts monthly visits to the Gauteng and Cape Town region or more frequently if required
- Provides professional subject matter HR advice to management and staff
- Assists management and staff to effectively resolve disputes or conflict situations as they may arise
- Respond to staff queries and provide feedback timeously and efficiently as and when required.
- Assist HR Manager with Employment Equity Report.
- Compiling of Budget schedule yearly. Assist with budget queries.

- Preparing schedules for annual salary increases and attending to increase letters.

PREFERRED QUALIFICATIONS

- A degree in Human Resources or B Com Accounting
- Relevant certification in Payroll Management
- Qualification and or experience in accounting or financial reporting will be an advantage.

PREFERRED EXPERIENCE

- A minimum of 5 years of experience is required in the area of computerised Payroll Administration as well as HR Generalist Experience

SKILLS & ATTRIBUTES

- Planning and Organising
- Communication (verbal, written and numeric)
- Ability to work under pressure
- Deadline Driven and Process Orientated
- Documentation Control
- Prioritisation and time management
- Computer Literacy
- Strong Interpersonal skills
- Professional
- Trustworthy
- Confidentiality
- Initiative

KNOWLEDGE REQUIRED

- VIP Payroll
- Premier HR
- ESS
- Intermediate to advanced Excel skills
- MS Office

- HR processes and procedures
- Basic Conditions of Employment Act; Labour Relations Act; OSH Act, Employment Equity, COIDA

Forward your CV via e-mail to hr@albaraka.co.za.