

## Payroll Manager – Supplier Park Development Company (SOC) Ltd trading as AIDC, Rosslyn/Satellite Sites, Gauteng

The Supplier Park Development Company (SOC) Ltd trading as AIDC is a Government owned, public entity company established to provide support to the SA Automotive Industry in its drive for global competitiveness. It is a dynamic company that offers exciting career opportunities. The AIDC's success hinges on its human capital, and in the pursuit to realise its strategic objectives, the AIDC aims to recruit a **Payroll Manager** in the **Finance Department** on a **Permanent Employment Contract** with three months' probation. The successful candidate will report directly to the **Chief Financial Officer**.

**POSITION** : **Payroll Manager**  
**PERIOD** : **Permanent Employment Contract**  
**LOCATION** : **AIDC Offices**  
**ADVERT REF NO** : **2023/01- 01**  
**DEPARTMENT** : **Finance**  
**TCOE** : **R723 747,62 per annum**  
**JOB GRADE** : **D2**

### 1. POSITION DESCRIPTION

<b>CURRENT JOB TITLE</b>	Payroll Manager	<b>JOB GRADE</b>	D2
<b>PROPOSED JOB TITLE</b>			
<b>JOB CODE</b>			
<b>DEPARTMENT</b>	Payroll Department within the Finance Division		
<b>DATE REVIEWED</b>	02/08/2023		
<b>LOCATION</b>	Rosslyn		
<b>EMPLOYMENT STATUS</b>	Permanent		

#### PURPOSE STATEMENT

Manage, direct, control and process payroll and payroll duties in order to deliver an efficient and effective payroll service - 20+ payroll runs at different times (hourly, weekly, bi-weekly, etc.) and in different entities. Responsible for the design and setup and integration of payroll with other systems eg. Financial packages, ESS, Sage 300 People and VIP.

The incumbent will also develop, implement and manage the GGDA group payroll systems and processes, manage pension fund rules implementation and maintain relationships with pension fund and benefits service providers.

<b>POSITION IN THE ORGANISATION</b>	
<b>2ND LINE MANAGER (2<sup>ND</sup> LEVEL)</b>	
<b>1<sup>ST</sup> LINE MANAGER (1<sup>ST</sup> LEVEL)</b>	CFO
<b>POSITION</b>	Payroll Manager
<b>SUBORDINATE (1<sup>ST</sup> LEVEL)</b>	Payroll Supervisor, Payroll Practitioner; Junior Payroll Practitioner
<b>SUBORDINATE (2<sup>ND</sup> LEVEL)</b>	Interns
<b>SUBORDINATE POSITIONS</b>	
<i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i>	
1X Payroll Supervisor, 1X Payroll Practitioner, 1 X Junior Payroll Practitioner	

## 2. POSITION DESCRIPTION

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p><b>1. Payroll System Management</b></p> <ul style="list-style-type: none"> <li>• Design VIP and Sage 300 People systems setup to ensure proper financial reporting, HR reporting, e.g. Equity reporting etc.</li> <li>• Ensure functional specification and set-up adheres to company organisational design.</li> <li>• Design, develop, implement and maintain the group Payroll Policies and SOPs.</li> <li>• Ensure Payroll systems (Sage 300 / VIP) are able to integrate with other related financial systems or ERP such as Business Process Management (BPM) / Sage 300 /Timesheet / Time log systems / and other systems which are being utilised within the environment through automated processes.</li> <li>• Ensure integrity of reporting.</li> <li>• Perform system upgrades.</li> </ul>	5%
<p><b>2. Risk Management</b></p> <ul style="list-style-type: none"> <li>• Design, implementation and monitoring of payroll risk environments (e.g., taxation rules, take on/exit employees and the like)</li> <li>• Design, implementation and monitoring of payroll system control environments (e.g. reconciliations, risk incident reports and the like)</li> <li>• Manage VIP and Sage 300 People, leave, overtime and payroll risks, incidents and closure of risk incidents.</li> <li>• Evaluate risks and proposes corrective actions where necessary and monitors performance.</li> <li>• Monthly reporting on all risk incidents and mitigating</li> </ul>	10%

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
actions implemented	
<p><b>3. Operational Payroll Management</b></p> <ul style="list-style-type: none"> <li>• Plan and organise the work of the payroll department ensuring that they are fully resourced and internal and external deadlines are met.</li> <li>• Anticipate the implications of new regulations/legislation and determine the most appropriate method of implementing changes.</li> <li>• Management, control and oversight of approximate 20+ bi-weekly and monthly payrolls to ensure timely and accurate delivery of the payrolls – AIDC / Ford Incubatee companies / Winterveld / Nissan Incubatee project companies, AIDC projects related payrolls</li> <li>• Provide strategic management input with regards to payroll setup and design for the Group Entities</li> <li>• Check and sign off the payrolls for accuracy and completeness.</li> <li>• Quarterly payroll audits.</li> <li>• Operational management of all Sage 300 People and VIP implementations <ul style="list-style-type: none"> <li>➤ Responsible for the full implementation cycle, including, <ul style="list-style-type: none"> <li>▪ Scope business requirements,</li> <li>▪ Implement best practice for the whole group.</li> <li>▪ Design system to ensure proper reporting.</li> <li>▪ Determine and develop functional specifications,</li> <li>▪ Monitor development, UAT testing, (including development of test scripts)</li> </ul> </li> </ul> </li> </ul>	55%

<b>MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)</b>	<b>TIME SPENT</b>
<ul style="list-style-type: none"> <li>▪ End user training (including development of training material),</li> <li>▪ Post go-live support.</li> <li>▪ Update and implement relevant legislative requirements and changes.</li> <li>➤ Ensure proper setup, maintenance and licensing of software;</li> <li>➤ Ensure implementation and maintenance of appropriate user security – group wide;</li> <li>➤ Ensure proper database maintenance;</li> <li>➤ Update of user “How to” documentation / SOPs/ Manuals and process flows;</li> <li>➤ Train and coach payroll staff</li> <li>➤ Guide team to ensure proper change control process is in place and is adhered to;</li> <li>➤ Guide team to ensure proper use of the system, identify problem areas, trouble shoot, test solutions and implement final solution.</li> <li>• Manage Employee Self-Service (ESS).</li> <li>• Design, implement, test and maintain the setup rules for the Time Attendance clocking system.</li> <li>• Interpret legislation and regulations to ensure correct advice is given to management and staff.</li> <li>• Advise incubatee business owners regarding business, payroll and benefits.</li> <li>• Maintain a wide variety of payroll information in written and electronic formats, for the purpose of providing up-to-date records and an audit trail</li> <li>• Partner with HR to ensure the processing of new staff, transfers, promotions, and terminations, is accurate and timely.</li> <li>• Partner with HR to ensure payroll input is correct e.g.</li> </ul>	

<b>MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)</b>	<b>TIME SPENT</b>
<p>adherence of contracts to MIBCO (bargaining councils), Basic Conditions of Employment, Pension Fund adherence to rules and guidelines.</p> <ul style="list-style-type: none"> <li>• Report on system indicators monthly and financial discipline on the systems.</li> <li>• Review of payroll reconciliation files.</li> </ul> <p>Undertake projects as required - i.e. continually review processes and working practices to ensure standardisation of payroll operations and systems whilst protecting payroll integrity and security.</p>	
<p><b>4. Reports</b></p> <ul style="list-style-type: none"> <li>• Design, write and maintain payroll reports.</li> <li>• Regular preparation of relevant management reports, including monthly, quarterly and year-end reports.</li> <li>• Prepare ad-hoc reports as required, e.g. for budget, bonus and/or increase processes.</li> <li>• Review and ensure accuracy and relevance of reports.</li> <li>• Ensure integration of information between Finance, HR, and Payroll business systems.</li> <li>• Prepare SARS and legislative bodies submissions e.g. <ul style="list-style-type: none"> <li>○ Reconciliations</li> <li>○ Compliance</li> </ul> </li> </ul>	<p>5%</p>
<p><b>5. Stakeholder relationship management</b></p> <ul style="list-style-type: none"> <li>• Internal: <ul style="list-style-type: none"> <li>○ Staff satisfaction</li> <li>○ Management satisfaction</li> <li>○ Internal supplier (ICT)</li> <li>○ Human Resources (HR)</li> </ul> </li> </ul>	<p>10%</p>

<b>MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)</b>	<b>TIME SPENT</b>
<ul style="list-style-type: none"> <li>• External:               <ul style="list-style-type: none"> <li>○ Group companies satisfaction with Sage 300 People and VIP and ESS support</li> <li>○ Incubator business owners</li> <li>○ Tier 1 supplier companies who have facilitated the creation of the incubated company</li> </ul> </li> <li>• Ensure proper management of service providers.</li> <li>• SARS and legislative bodies</li> <li>• Auditors</li> <li>• Department of Labour / Compensation Fund</li> <li>• Pension Fund and Medical Aid Brokers</li> </ul>	
<p><b>6. Employee Benefits Administration</b></p> <ul style="list-style-type: none"> <li>• Research benefits in the marketplace.</li> <li>• Recommend changes to REM Policy.</li> <li>• Implement benefit packages.</li> <li>• Ensure benefits induction through HR.</li> <li>• Claims administration.</li> <li>• Contribution schedules.</li> <li>• Procurement process for service providers.</li> </ul>	5%
<p><b>7. People Management</b></p> <ul style="list-style-type: none"> <li>• Supervise assigned personnel, allocate work and make decisions regarding employment, performance appraisals, training and development, salary recommendations, promotions and transfers.</li> <li>• Plan and implement staff succession and growth plans.</li> <li>• Ensure staff have the required skills and experience to execute their tasks.</li> <li>• Conduct Performance Planning Sessions.</li> <li>• Compile the Performance Management</li> </ul>	10%

<b>MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)</b>	<b>TIME SPENT</b>
<p>documentation in collaboration with the staff member in terms of:</p> <ul style="list-style-type: none"> <li>○ Job Profile requirements</li> <li>○ Strategic Performance Objectives</li> <li>○ Key Performance Areas</li> <li>○ Personal Development Plan</li> </ul> <ul style="list-style-type: none"> <li>● Track and monitor performance in accordance with policies and procedures and performance planning documentation.</li> <li>● Continuously provide feedback and coaching to ensure that the staff members perform at optimum productivity level.</li> <li>● Conduct performance reviews in accordance with policies and procedures and take corrective actions where necessary.</li> <li>● Train the Payroll unit and other staff on raising awareness and knowledge of the system.</li> <li>● Provide feedback to the relevant role players.</li> </ul>	
<b>TOTAL</b>	<b>100 %</b>



### 3. JOB EVALUATION CRITERIA

A) KNOWLEDGE AND SKILLS	
<b>FORMAL EDUCATION</b>	<ul style="list-style-type: none"> <li>NQF Level 6 National Diploma / Degree (Payroll/Accounting/HR)</li> </ul>
<b>TECHNICAL/ LEGAL CERTIFICATION</b>	<ul style="list-style-type: none"> <li>Membership with a relevant Professional body and Certification in Sage 300 People will be advantageous</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>5-8 years Payroll Management including at least 3-5 years supervisory experience and managing payroll for multiple project entities with different payroll rules.</li> <li>A sound knowledge of payroll rules and regulations, financial control principles and accounting practices is essential</li> </ul>

#### 4. COMPETENCIES

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
Payroll Systems	Advanced Computer Literacy	Tact
Payroll Processes	Communication	Innovation
Policies and Procedures	Problem solving	Time Management
TAX Legislation	Decision making	Attention to detail
Company Pension Fund rules	Interpersonal	Honesty
MIBCO rules	Negotiation	Ability to work under pressure
Time and Attendance System Knowledge	Presentation Skills	Integrity
Project Management	Conflict Handling	Sense of Humour
Basic Conditions of Employment	Written communication skills	Resilient
	Analytical	Flexibility
	Process design	Patience
	PLOC	Confidentiality
	Numeracy skills - reconciliations and statistics	
	Project Management	

#### 5. OTHER SPECIAL REQUIREMENTS

- Own transport.

Applications should be addressed to [hrrecruitment@aidc.co.za](mailto:hrrecruitment@aidc.co.za).

**Applications:** All applications must be submitted and accompanied by curriculum vitae with contactable references, certified copies of qualifications and identity documents.

The closing date for the above position is the **05 September 2023 12:00HRS midday**, diversity is encouraged, preference will be given to Women, Youth and People with Disabilities and only shortlisted candidates will be contacted. "The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant's or Employee's Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as per POPIA".