

**PAYROLL COORDINATOR**  
**GRADE: DL**

**INTERNAL/EXTERNAL**  
**CLOSING DATE: 14/03/2024**

**REPORTS TO:**  
**OPERATIONS FINANCE MANAGER**

**PURPOSE OF THE JOB**

The Payroll Coordinator is responsible for the management planning and execution of payroll processes and systems in order to ensure payroll processing and reporting occurs in an accurate and timely manner.

**MINIMUM QUALIFICATIONS**

- Relevant Degree/Diploma or equivalent

**MINIMUM EXPERIENCE**

- Minimum of 5 - 8 years payroll experience on senior level
- Thorough knowledge of the VIP Payroll System
- Current and sound knowledge of tax legislation applicable to remuneration practices

**JOB RESPONSIBILITIES**

- Manage and control the payroll functions of the company;
- Implement and oversee the company's remuneration and related policies;
- Ensure that payroll complies with all statutory regulations, company policies and management instructions;
- Verification of all payroll information for accuracy and completeness;
- Identify risks and implement actions to mitigate / eliminate all risks;

- The effective resolution and coordination of issues and incidents with actions plans and quality controls in place;
- Generate and follow up on monthly / quarterly reports as required by Line Management;
- Ensure monthly balancing of salary reconciliations and accurate submissions of month end reporting to Finance;
- Maintain employee files through efficient record keeping and filing;
- Comply with all Governance requirements;
- Investigate and close any escalated issues stemming from subordinates and escalate any issues to relevant stakeholders;
- Generates and posts General Journals, Reconcile Payroll 3rd Party Payments with the reports;
- Responsible for accurate month end procedure;
- Prepare ADHOC reports from payroll information as required by the business.

**TERMS & CONDITIONS**

The successful candidate will be appointed on the condition of being certified medically fit as per the Mine Health and Safety Act 29/1996. Applicants must be prepared to undergo certain job-related assessments, if required as part of the selection process. Credit, criminal and reference checks may be done by the Mine if deemed necessary.

Interested applicants are requested to submit their CV's with certified copies of their Qualifications to:  
[recruitmentP@trp.co.za](mailto:recruitmentP@trp.co.za)

Designated groups will receive preference and in making a final selection, consideration will be given to achieving the Mining Charter as well as the TRP Employment Equity Plan.

Please be advised that:

- Late applications will not be entertained.
- Only applicants meeting the minimum requirements will be considered.
- If you have not been contacted within three (3) weeks after the closing date, please consider your application to be unsuccessful.
- Correspondence will be limited to shortlisted applicants.
- Two Rivers Platinum reserves the right not to appoint.

**POPIA Disclaimer:**  
By sending your CV to the e-mail address on this advertisement you agree to:

- The processing of your personal information and sharing it with third parties for verifications.
- The exercising of your rights provided for by POPIA.
- To acknowledge that TRP will keep the record of your personal information confidential.

