



VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	JOINT MEDICAL HOLDINGS - GROUP
JOB TITLE:	PAYROLL SUPERVISOR

PURPOSE OF POSITION

To lead, manage and be responsible for the accurate and timely preparation and full administration of the monthly payroll, financial year-end reports, reconciliations and payments for the JMH Group.

KEY PERFORMANCE AREAS

- Review and document processes and procedures in order to improve the accuracy and efficiency of the payroll function for the Group.
- Actively promote efficient provision of payroll services, including ways in which Hospitals can work collaboratively on payroll services.
- Be the JMH Group lead on payroll administration and ensure we comply with all regulation and legislation.
- Ensure that all the payroll data and systems adhere to the Group's Policies and Procedures
- Be the first point of contact in respect of payroll queries for both internal and external contacts, always acting promptly and in a professional manner.
- Oversee the accurate and timely preparation and processing of month and weekly payroll; including overtime, new hires, terminations, status changes, tax changes, deductions, rate changes, retroactive adjustments and special pays, prepare tax reports and research and produce special reports.
- Coordination of efforts between payroll, human resources and other departments to ensure proper flow and maintenance of employee data including preparation / distribution of detailed reports.
- Review personnel records to determine names, rates of pay and position titles of newly hired employees and changes in wage rates and occupation of employees on payroll.
- Ensures payroll is administered in accordance with all collective agreements and contractual and statutory requirements so staff are paid appropriately, and appropriate deductions are being made.
- Ensures payroll information is accurately transferred to the financial information system and appropriate documentation is filed with relevant authorities in order to ensure all staff are paid in accordance to contracts. This includes initial employee setup, enrolment and maintenance of employees in appropriate benefit and pension plans.
- Ensuring that Pension Fund, Medical Aid, SARS and UIF reconciliations are carried out accurately and timeously.
- Provide assistance with internal and external auditors.
- Ensure consistent and efficient payroll function.

COMPETENCIES (The following will be advantageous)

MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none">• Matric• Payroll Certificate (advantageous)• Diploma in payroll management• Studying towards a relevant Finance / Payroll Degree• Minimum 5 - 10 years' payroll experience• 3 Years relevant experience managing / supervising a team.
SKILLS (Practical & Technical)	<ul style="list-style-type: none">• Must have excellent telephone skills.• Must possess excellent inter-personal skill
BEHAVIOURAL ATTRIBUTES (Personality Characteristics)	<ul style="list-style-type: none">• Professionalism and initiative• Well-spoken and respectful• Must be able to adhere to all company rules and policies.
JMH VALUES (Commitment)	<ul style="list-style-type: none">• We respect the dignity of an individual.• We are committed to giving our doctors top quality service.• We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential.• We are committed to providing our shareholders with a fair rate of return on their investment.• We will act in a responsible manner towards our physical and social environment.

CV's together with supporting documents should be submitted to: recruitment@jmh.co.za

NB: Only short-listed candidates will be contacted.

Closing date for applications is 12 January 2021.

Yours faithfully
Jenny Bux Group HR Manager