



Central University of
Technology, Free State

JOIN THE TEAM

Ubuntu

Integrity

Diversity

Innovation

Excellence

Payroll Consultant (P8)



Bloemfontein Campus

RESOURCES AND OPERATIONS | Human Resources | Ref 222



About the
position

Main purpose of the job

The role is responsible for accurately and timeously processing salaries and related benefits as per HR & Finance policies and procedures, and for ensuring that allowances and deductions have been approved by designated signatories

Main tasks

1. Remuneration Administration (50%)	2. Process advances, allowances and S&T related Requisitions (10%)
3. Compliance (20%)	4. Query Resolution (10%)
5. Financial Administration (10%)	



About the
appointment

Nature of appointment

Permanent Support

Minimum salary scale (Total Cost to Company)

R 674 889 per annum

Note: CUT applies an internal parity model to determine remuneration that complies with the principle of "equal pay for work of equal value". Accordingly, the preferred candidate may expect an offer that is in line with their qualifications and years of similar experience. Please contact the Recruitment office for more information on the applicable salary scale.



What are we
looking for?

Minimum Qualification/ Knowledge and/or Experience

- 3-year relevant payroll/HR/Accounting qualification
- 5 Years relevant experience
- Experience working on a Payroll Administration/HR Information system (SAGE/ITS preferred)
- Knowledge of Income Tax Act & other related Legislation
- Knowledge of Basic Conditions of Employment Act
- Knowledge of POPI Act

Desired Qualification, Knowledge and/or Experience

- Payroll Administration Diploma



Interested?

Job-Related Enquiries

Mrs DMJ Appelgryn

✉ djoubert@cut.ac.za

Remuneration, Benefits and Process Enquiries

Recruitment Office

✉ jobs@cut.ac.za

To find out more or to apply, visit www.cut.ac.za/careers or
<https://cut.simplify.hr/>

CLOSING DATE FOR APPLICATIONS – 24 November 2023

THINKING BEYOND