

# **KNYSNA MUNICIPALITY**



## **CHIEF CLERK PAYROLL Budget Office DIRECTORATE: FINANCE**

TASK LEVEL 10

R154 008 to R199 896 per annum Basic Salary  
Total cost to Council Package of R249 588 to R308 892 per annum

### **KEY PERFORMANCE AREAS OF THE POST:**

- Review, prepare and finalize salary staff schedules regarding appointments, resignations, increments, allowances, overtime etc.
- Maintain and update personnel master files
- Maintain and update salary changes
- Manage and prepare schedules of statutory deductions
- Payment of all contract and casual employees
- Reconciliation of all month end payments
- Reconciliation of P.A.Y.E. and SITE
- Assist and handle all payroll related queries
- Capturing of payroll batches
- Issuing of monthly employee listing to various Directors
- Updating and reconciling of staff deductions
- Generate and print monthly payroll reports
- Check and verify calculations
- Manage sub-ordinates (Payroll Clerks)

### **MINIMUM QUALIFICATIONS & EXPERIENCE**

Grade 12 Certificate with Accounting  
3 Year's relevant experience in a Payroll environment  
Practical computer experience in the Microsoft Office Package

**All applications will be considered but in terms of its Employment Equity Plan the Municipality would prefer to appoint a female if a suitable candidate in that category can be identified.**

**To apply applicants must complete a Knysna Municipality Application Form and submit a detailed up-to-date CV, Covering Letter with an exposition of training, experience, competencies and previous employment record and certified copies of qualifications.**

Application forms are obtainable from Reception at the main Municipal Offices in Clyde Street, Knysna and Municipal website: [www.knysnamunicipality.co.za](http://www.knysnamunicipality.co.za).

Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: [knysna@knysna.gov.za](mailto:knysna@knysna.gov.za).

**CLOSING DATE: 6 SEPTEMBER 2013**

**Please note:** If you receive no notification regarding this advertisement within one month of the closing date, please assume that your application was unsuccessful.

**L WARING**

**MUNICIPAL MANAGER**

**The Municipality reserves the right not to make an appointment.**