



PAYROLL SPECIALIST

(Payclass 10; Permanent)

HR ANALYTICS, RISK, SYSTEMS, PAYROLL AND ADMINISTRATION HUMAN RESOURCES

At the University of Cape Town (UCT) nearly 6700 talented employees work together in a vibrant and stimulating environment to ensure that UCT remains the best in and for Africa. Colleagues are deeply committed to UCT's sustainability, excellence and transformation. Academic and Professional, Administrative Support and Service (PASS) staff collaborate daily to ensure that UCT's academic project, which includes teaching, learning, and research, is being delivered effectively. The university offers a diverse and inclusive community in which to work towards achieving its [Vision 2030 goals](#).

UCT, a research-intensive university that is consistently acknowledged as one of the finest universities in Africa, is seeking to appoint a highly competent individual to the permanent position of **Payroll Specialist**. The incumbent will process pay runs for all staff, post payroll results to finance, ensure month end third party payments are processed including SARS submissions and HR GLs and vendors are cleared regularly while proactively identifying and addressing audit and business risks.

For detailed information on this post, please view the job description on the following link: ([view](#))

To view and apply for this position, please visit the UCT Jobs site [View](#) (For Internal Applicants) and [View](#) (For external Applicants) to create a profile and to submit your application.

Closing date: 21 November 2024

Reference:

ID 848

UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.hr.uct.ac.za/hr/policies/employ_equity

UCT reserves the right not to appoint.