



# Cricket South Africa

wishes to appoint a

## Payroll and Human Resources Officer

CSA (Cricket South Africa/Company) is the national governing body for the sport of cricket in South Africa and administers all aspects of South African cricket.

A position for a **Payroll and Human Resources Officer** has become available. The successful candidate will be responsible for supporting the business through the delivery of professional human capital services through a dynamic business partnership, which includes payroll administration and providing end-to-end effective and efficient human resources support and services to ensure compliance with the organisation's human resources (HR) policies and procedures.

The more important criteria for the appointment is set out below and although not exhaustive, would serve as a guideline in assessing prospective candidates.

### **Key job duties/responsibilities:**

Key performance areas include but are not limited to the following:

#### **1. Payroll Administration**

- a) Collate the payroll information and effect all approved payroll changes for the month in the payroll system.
- b) Process accurate payroll and check accuracy of payroll before submission to HR and Payroll Manager and Finance designated Manager.
- c) Take responsibility for all inputs into the payroll systems by:
  - i. establishing and maintaining payroll calendar and ensuring all deadlines are met. Escalate to the HR and Payroll Manager where necessary.
  - ii. ensuring that payroll have the necessary supporting documentation, authorisations and proof.
  - iii. inputting data from the approved supporting documents.
  - iv. running payroll as per agreed timeframes.
  - v. printing payslips and reports.
- d) Inform the HR and Payroll Manager immediately of all unusual change requests to the payroll.
- e) Perform payroll administrative functions:
  - i. third Party reconciliations and payments.
  - ii. ACB exports to payment system.
  - iii. general ledger export and balancing prior to sending to finance.
  - iv. file documents and reports .
  - v. attend to payroll queries.
  - vi. send electronic payslips via Infoslips and ESS on monthly basis.
  - vii. submit statutory returns.

- viii. prepare month end journals and reporting, integrating to the financial system.
- f) Maintain a proper control system in line with company policies.
- g) Liaise with HR and Payroll Manager :
  - i. responsible for the coordination between payroll and HR officer to ensure proper flow and maintenance of employee data.
  - ii. prepare dummy payslips on request from HR and Payroll Manager.
- h) Support the company management team and Human Resource Manager with the management of HR activities.
- i) Effectively influences staff within the business in a positive manner.
- j) Support the HR and Payroll Manager in developing and reviewing company internal HR policies.
- k) Manage payroll database and ensure it is up to date, accurate and complies with legislation.
- l) Foster a collaborative culture within the organisation.
- m) Support the HR and Payroll Manager with driving change management and transformation in the business.
- n) Support the Human Resources Officer.

## **2. HR Statutory Compliance**

- a) Maintain accurate documentation and information on recruitment and selection processes.
- b) Responsible for full Employment equity Act (EE) / Skills Development Act (SDA) / Compensation for Occupational Injuries and Diseases Act / Employees Tax with South African Revenue Services (SARS) compliance.
- c) Arrange and attend EE/SD meetings and prepare minutes.
- d) Responsible for EE statistics and reporting to Dept of Labour before the due date of each year.
- e) Responsible for HR part of Broad-Based Black Economic Empowerment (BBBEE) compliance.
- f) Keep training file for Culture, Arts, Tourism, Hospitality, and Sport Sector Education and Training Authority (CATHSSETA) and Broad-Based Black Economic Empowerment (BBBEE) up to date on monthly basis.
- g) Responsible for on time reporting to CATHSSETA.

## **3. Learning and Development**

- a) Develop and facilitate professional development training sessions based on training needs analysis, career development and succession planning.
- b) Responsible for SD statistics.
- c) Prepare training registers in advance.
- d) Capture of training on HR system daily.
- e) Update training report by 7th day of each month.
- f) Book external training and ensure that invoices are paid on time.
- g) Capture of annual training needs analysis by using performance assessments in consultation with management and staff to determine training required.
- h) Conduct staff training programs based on organizational and employee needs.
- i) Compile training courses, prepare notes and visual displays from researched information.

## **4. People Management**

- a) Compile and submit own Personal Development Plan (PDP).

- b) Participate in Continuous Professional Development (CPD) initiatives/interventions in order to keep up with new technologies and procedures.
- c) Support and participate in the training and development requirements of employees.

**5. Budget Administration (Human Resources Department)**

- a) Prepares specifications, requests to quote (RFQs), requests to purchase (RFPs), request to tender (RFTs) and input them in the procurement system.
- b) Prepares monthly payments and cashflow for the Human Resources Department and submit to finance timeously.
- c) Obtains costing information for the Human Resources Department events to assist HR and Payroll Manager in budgeting and forecasting.
- d) Captures the expected revenue/expenditure forecast onto system / spreadsheet in readiness for submission to Finance.
- e) Monitors spend during the year to prevent overspend on allocated budget.
- f) Checks provisions on a monthly basis to ensure correctness of allocations.
- g) Investigates anomalies and rectifies as directed by HR .
- h) Prepares annual budgets for Human Resources Department including annual budget splits.
- i) Requests quotation from the Travel Department to inform travel arrangements in line with allocated budget.

**6. Ad Hoc**

- a) Performs such additional functions as may be instructed by the Line Manager from time to time.
- b) Participate in initiatives, projects and activities in which the HR team are engaged in/with.
- c) Assist in the execution of all project plan related to identified HR interventions.
- d) Ensures that allocated projects as specified by Line Manager are completed and that project deadlines have been met.
- e) Ensures that Project delivery does not affect or set back normal deadlines.

**Essential requirements pertaining to the candidate's qualifications and experience:**

- a) A Bachelor's Degree in Human Resources / Bachelor of Commerce in Human Resources Management / Bachelor's Degree in Industrial Psychology (NQF 7) or an equivalent qualification.
- b) A postgraduate qualification in Human Resources / Human Resources Management / Industrial Psychology or an equivalent qualification will be an advantage.
- c) Qualification in Sage VIP Payroll Premier or an equivalent qualification.
- d) A minimum of five (5) related working experience in the same or similar position.
- e) Five (5) years' proven experience in payroll administration.

**In addition, the following competencies (skills and behavioural attributes) would be important:**

- a) Good understanding of HR systems, tools, policies and procedures.
- b) Good working knowledge of BCEA, LRA, EEA, SDA, CCMA and SARS.
- c) Solid knowledge of Sage VIP Payroll Premier.
- d) Consulting, negotiation and analytical skills.
- e) Presentation and facilitation skills.
- f) Customer orientation, teamwork and collaboration.
- g) Report writing skills.

- h) Stress management.
- i) Cultural sensitivity and emotional intelligence.
- j) Proficiency in effectively conducting video conference meetings (Skype, Zoom, Teams).
- k) Advanced proficiency in MS Office Suite (Word, Excel, PowerPoint).
- l) Outstanding communication (Oral and Written) and interpersonal skills at all levels.
- m) High level critical skills, including listening and questioning skills.
- n) Independence and a self-starter attitude.
- o) Conflict resolution skills.

The role will report to the **Human Resources and Payroll Manager**. The role requires the ability and willingness to travel, work long hours, over weekends and public holidays where necessary.

The successful candidate will be based at the CSA Head Office, 86 5th Street, Melrose Estate, Johannesburg. Qualifying candidates can apply to [careers@cricket.co.za](mailto:careers@cricket.co.za) with a comprehensive CV, copy of SA ID, copies of qualifications and at least two contactable references.

All applications will be treated in strict confidence. Short listed candidates will undergo interviews and possible additional assessments.

In making the final selection, consideration will be given to the employment equity objectives of CSA. A performance agreement shall be entered into with the successful applicant. CSA reserves the right not to make an appointment.

The closing date for all applications is **18 October 2023**. Only shortlisted candidates will be contacted. Should you not receive a response to your application within 14 days after the closing date, please consider it as being unsuccessful.

CSA is an equal opportunity, affirmative employer. It is our intention to promote and broaden the diversity of our workforce ensuring South Africans of all races, gender, disability can be involved in the administration of cricket. The appointments are made in line with CSA's employment equity commitments.