

JOB TITLE	:	PAYROLL ADMINISTRATOR
REPORTS TO	:	HEAD/SENIOR MANAGER: REMUNERATION & BENEFITS
BUSINESS UNIT	:	HUMAN RESOURCES
LOCATION	:	HEAD OFFICE: PRETORIA
POSITION STATUS	:	12 MONTHS FIXED TERM
POSITION GRADE	:	C5

Purpose of the Job

The Payroll Administrator is responsible for preparing, verifying, and submitting accurate payroll data to the outsourced provider, ensuring employee information, exits, and payments are correctly processed. The role maintains payroll records, supports statutory filing, checks payroll accuracy, and provides day-to-day administrative and query support to employees, HR, and Finance.

Job Responsibilities

Payroll Data Preparation and Submission

- Collect and verify all payroll inputs, including new hires, terminations, overtime, allowances, deductions, and leave
- Process weekly and monthly payroll accurately and within agreed timelines.
- Submit accurate data to the outsourced payroll provider within required deadlines
- Maintain up-to-date payroll schedules and ensure all changes are processed correctly

Exit Processing and Final Payments

- Check and verify all exits (resignations, dismissals, retirement, ill-health, and death cases)
- Ensure completion of all exit documentation and submit to the payroll provider
- Coordinate final pay and benefit processing with the outsourced provider

Payroll Checking and Accuracy Control

- Review payroll reports received from the outsourced provider for errors or discrepancies
- Confirm that salaries, benefits, deductions, and overtime are processed correctly
- Flag and assist with resolving any issues before payroll approval

Employee Records and Statutory Filing

- Maintain accurate and organised employee payroll files and supporting documentation
- File payroll reports, tax documents, and statutory records securely and in line with audit requirements
- Update employee information on HR systems to ensure data accuracy

Payroll Queries and Administrative Support

- Assist employees with queries regarding payslips, leave balances, deductions, and payments
- Provide administrative support for leave capturing, claims processing, and payroll forms
- Assist HR and Finance during audits by providing payroll documents and information

Qualifications and Experience

- Grade 12 (Matric).
- Payroll Administration qualification or relevant HR/Finance qualification advantageous.
- Minimum 3–5 years' payroll administration experience.
- Sound knowledge of BCEA, PAYE, UIF, SDL and SARS payroll legislation.
- Experience processing weekly and monthly payroll.
- Computer literate (MS Excel, Word and Outlook).
- High level of accuracy and attention to detail.

Skills and Attributes

- Excellent computer literacy skills (MS Excel, Word and Outlook),
- Ability to liaise with stakeholders
- Strong verbal and communication skills (read, write, speak)
- Numerical Accuracy
- Deadline driven
- Problem Solving ability

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to RecruitmentNM@postbank.co.za. Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

14 August 2026

Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, we encourage and welcome applications from diverse groups from the South African Employee active population. Correspondence will be limited to short-listed candidates only.

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

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