



Job Title: Payroll Officer

Department: HR Department

Job Summary

The Payroll Officer will manage all aspects of payroll and ensure effective payment of salaries to all employees of the group in accordance with relevant legislation, policies and procedures. The role also sustains the service delivered to our internal clients in terms of pension, medical and company benefits.

Main Responsibilities

- Process, verify and maintain accurate data on the payroll software for the group within established deadlines.
- Update employees' information relating to payroll as and when required.
- Follow up of attendance and leave tracking system.
- Update employees' information relating to medical, pension and other benefits as and when required.
- Prepare payroll reports, verify and reconcile payroll items prior to payroll validation.
- Monitor that payments relative to compensation and benefits are drawn accurately and effected in a timely manner.
- Preparation of payroll control reports, headcount, overtime and budget tracker reports monthly.
- Upload/ send payslip for employees, directors and pensioners.
- Effect electronic monthly returns for PAYE / CSG / NSF Return for all entities.
- Maintain and file all payroll related documentation as per internal filing system.
- Assist the HRBP in reviewing Compensation & Benefits policy and process regularly.
- Perform any other cognate duties as may be assigned by Management.

Job Requirements

- Minimum a Diploma in Human Resources Management/Business Administration/ Accounting or equivalent.
- Knowledge of Sicorax HR and Payroll would be an advantage.
- Fully conversant with MS office applications.
- Knowledge of applicable employment laws and related regulations.
- Good work ethics, and respect for privacy and data confidentiality.
- Ability to compile and present data/information in a concise and orderly manner.

Interested candidates are requested to send their CV on recruitment@mua.mu

The Company reserves the right to call only the best qualified candidates for the selection exercise.

Applications received after the closing date might not be considered.

The Company also reserves the right not to proceed with the purported recruitment.