

Payroll Officer

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Company: Dangote Group

Location: Ndola

Category: other-general

Job Summary

Participate in/ provide support for the implementation of DCP Zambia compensation strategy.

Administer payroll and statutory (or other related) remittances foremployees in DCP Zambia

Key Duties and Responsibilities

Work collaboratively with the Senior, Compensation & Benefitsto define, formulate and implement competitive reward/compensation strategiespolicies, and programs.

Ensure effective implementation and administration of the Company'scompensation policies.

Provide inputs/recommendations for the update of DCP Zambia's compensation policies and processes in orderto reflect current realities.

Ensure that administration of compensation for the organization is in compliance with prevailing tax laws and regulations.

Ensure the accuracy and integrity of staff compensation details on the payroll system.

Ensure accurate and timely processing of staff salaries and benefits.

Follow up with manpower providers to ensure prompt processing of staff salaries.

Prepare and ensure timely processing and remittance of all payroll-related deductions e.g., PAYE, pension contributions, etc.

Review/validate payroll-related invoices/schedules against relevant monthly payroll instructions.

Maintain and update the compensation database and provide ad hoc reports on compensation and benefits data, staff costs, etc.

Provide ad-hoc reports on headcount reconciliation and compensation benefits data.

Interpret performance appraisals scores and calculate the corresponding remuneration level.

Assist with implementing relevant reward structures based on performance results.

Conduct compensation surveys as required and compute corresponding remuneration.

Provide support in terms of queries resolution on compensation related issues.

Employees' records keeping.

Requirements

Bachelor's degree or its equivalent in HR Management or Accounts related discipline.

Professional qualification in HR Management will be an added advantage.

At least 2 years' experience in compensation and/ or payroll administration.

Basic understanding of trends, challenges, opportunities, regulations, and legislations relating to the cement manufacturing industry.

Good knowledge and understanding of remuneration methodologies, tax policies.

Good knowledge and understanding of employee reward and incentive schemes, packages etc.

Good data/numerical and analytical skills.

Attention to detail.

Good communication and interpersonal skills.

Good problem-solving skills.

Working knowledge of Microsoft Office applications especially MS Excel

Benefits

Medical Insurance Cover

In-House Pension Scheme

Production Bonus

Life Assurance

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