

## **MRA Job Description**

<b>Job title: Technical Officer, Payroll</b>	<b>Department: Human Resources &amp; Training</b>
<b>Immediate supervisor: Team Leader, Human Resources &amp; Training</b>	<b>Grade: 4</b>

### **Purpose of job**

Supervise and manage the payroll system and ensure that it is maintained, processed and updated in a timely and accurate manner.

### **Main duties and accountabilities**

- Responsible for the monthly staff payment that relates, amongst others, to basic salary, overtime, bonus, incentives, allowances and other expenses; and ensure that all staff are paid promptly and accurately;
- Carry out Variance Analysis with the aim of identifying payroll elements that need intervention;
- Reconcile Monthly Staff Records and Payroll Reports to ensure that there is no risk to payroll implementation;
- Generate payroll reports to be submitted to Finance Department to effect payments to different stakeholders;
- Analyse monthly/ yearly payment effected through payroll and submit reports on a regular basis;
- Assist in the budgetary preparation regarding staff costs and monitor the monthly expenditure;
- Ensure the payroll system is updated to accommodate changes to remuneration policies and structures;
- Maintain the MRA payroll system to ensure that deduction such as tax and other statutory contributions are in line with current legislation or policy;
- Issue Statement of Emoluments to employees on or before prescribed date;
- Submit Return of Employees to MRA on prescribed dates;
- Ensure that data are properly loaded onto MNS (NPF & PAYE);
- Conduct such other cognate duties as may be assigned.

### **Knowledge**

To be fully conversant with:

- ✓ Payroll Systems, Procedures and Processing

- ✓ HR legislations, regulations and procedures, especially related to payroll e.g Tax, Contributions to NPS, NSF etc.

**Skills**

- ✓ Attention to detail
- ✓ Problem solving and Numerical Skills
- ✓ Sharp, Accurate and Systematic
- ✓ Time management skills
- ✓ Written/Spoken Communication and Interpersonal Skills
- ✓ Customer Service Focus

**Personal Attributes**

- ✓ Maintain high standards of conduct
- ✓ Demonstrate sound work ethics
- ✓ Be flexible
- ✓ Ability to perform under pressure and prepared to work at odd hours