

# JOB DESCRIPTION

## PAYROLL & CONTRACT ADMINISTRATOR

Common Ground Church is seeking to employ a part-time (20 hours) payroll and contract administrator. The ideal applicant would be a dynamic individual with strong administrative skills and experience in managing payroll related. Due to the sensitivity of handling church information, membership of Common Ground Church essential is for this role.

The successful candidate must:

- Be approachable and trustworthy;
- Have a mature and responsible attitude towards work with the ability to take ownership of projects;
- Have advanced attention to detail;
- Have excellent time management with the ability to meet deadlines timeously;
- Be highly proactive;
- Have excellent computer skills.

Roles & Responsibilities (include, but are not limited to):

### **1. Processing payroll on a monthly basis**

This is the core function of the role.

### **2. Processing leave**

Processing of leave which will include ensuring that forms are signed by the correct team leader and put on the leave calendar for staff to see, as well as the actual processing on payroll.

### **3. Contract administration**

This aspect of the role entails gathering all the documentation required to draw up a contract and keep an employee on record. It also requires that the individual becomes aware of Common Ground's various allowances, reimbursement structures and pension and group life policies. In drawing up contracts, the individual will also need to be familiar with visa and asylum seeker laws with regard to employment.

### **4. Ad hoc administration**

Part of the job will additionally require dealing with queries related to contracts and leave as well as helping the Finance and HR team with administrative tasks. E.g., drawing up spreadsheets, writing visa & proof of employment documents.

*Ideally, we would like this role to be filled in mid-January/early February 2018.*

Please submit your CV and motivational letter to Genevieve Riemer ([genevieve.r@commongroundchurch.co.za](mailto:genevieve.r@commongroundchurch.co.za)) by the 10<sup>th</sup> of December 2017.