



JOB OPPORTUNITY

Title: Human Resources Administrator -Payroll & Employee Relations

Minimum Qualifications and Experience: A Bachelors Degree in Human Resources Management/ Social Science/Business Administration. At least 3 years working experience in human resources related work. Experience in Payroll or HR data base administration will be an added advantage.

Location: Watoto Church-Downtown

Main Responsibilities but not limited to these:

- Processes multiple payrolls on a monthly basis
- Follows up with the Finance department to ensure that all salaries and related payments are made within the stipulated time.
- Ensures statutory deductions and remittances are made and are in compliance with the set laws i.e. (NSSF, Payee, LST)
- Reconciles multiple payrolls (and payroll to GL reconciliation) on a monthly basis
- Checks and reconciles all payroll credit clearing and holding accounts
- Files tax returns
- Prepares expatriates tax schedules and tax credit certificates and ensuring that they are authorized and delivered.
- Maintains well organised payroll files and documentation, prepares for and addresses audit inquiries.
- Addresses employee's pay-related concerns and provides accurate payroll information.

Employee Relations

- Ensures that staff grievances and disciplinary matters are handled in accordance with the set policies and procedures in the Organisation's HR Policy Manual.
- Sits on all welfare and disciplinary committees of the organization.
- Carries out counselling and other support programs for staff members.
- Liaises with the legal department on all disciplinary cases to ensure that all proceedings and outcomes are in line with the employment law(s).

Skills

- Strong interpersonal skills, commitment to work within a team environment, good communication skills, good time management skills, ability to multi-task, innovation and creativity

How do you express your interest?

Send your merged Cover Letter and CV (PDF, not more than 6 pages, less than 20MB), three names of referees and recommendation letter from your cell leader endorsed by your District Pastor to careers@watotochurch.com (Subject Line: Payroll and Employee Relations Administrator- First Name, Last Name) not later than **8th August '17**.

DEADLINE FOR APPLICATIONS: 8th August 2017

Only successful applicants will be short listed and contacted for interviews.