



Permanent Advert (OFO CODE: 431301)

Directorate of Finance

Department: Payroll Services

Position: Salary Officer: System Rollbacks & Calculations

PL 10

Ref. No: 26/A10b2

The Directorate: Finance (Payroll Section) has a permanent position for a Salary Officer: System Rollbacks & Calculations at the Pretoria Campus.

INSTRUCTIONS: Applicants are required to submit together with the CVs, a fully completed standardized application form available from the university intranet as well as recently certified copies of qualifications and Identity Document. Failure to comply with this instruction will disqualify the candidate. Further note that candidates may be expected to make a presentation or undergo competency testing.

The position requires someone to ensure efficient rollbacks and calculations within the payroll system of the institution

Critical Performance Areas

- Maintain salary records.
- Validation of Input variations
- Payroll Calculations, Rollbacks and Late Calculations
- Reconciliations and Year-End procedures
- Tax year end procedures
- Staff debtors

Minimum Requirements

Academic Qualification & Experience

- NQF Level 6; A relevant 3-year qualification in Accounting/Finance/Payroll Administration.
plus
- 3 years relevant experience in payroll.

Knowledge and skills

- Accounting
- Income Tax Act
- Unemployment insurance act
- High level knowledge of Integrated Human Resource and Payroll systems (ITS)
- Data Processing skills prerequisite
- Communication skills

- Computer literacy (Excel and Pivot Tables)
- Financial Business Systems

Send your CV to: Recruitment14@tut.ac.za

Enquiries: Ms N Beyers

Tel. No: (012) 382 5066

Closing Date: **21 August 2026**

If we have not responded within a month from the closing date, you should regard your application as being unsuccessful. Correspondence will only be entered into with short-listed candidates. All applications with international qualifications are required to submit a SAQA evaluation certificate. **Preference will be given to people from designated groups and the University reserves the right, in its sole discretion, not to make an appointment.** It is the intention of the University to promote representatives in respect of race, gender and disability through the filling of these posts.