Fibre Processing & Manufacturing Sector Education and Training Authority

FUTURE SKILLS • EMPLOYABILITY • GROWTH

VACANCY

JOB TITLE	:	Payroll Financial Administrator
REFERENCE NUMBER	:	PFADMIN/OCT2026
DEPARTMENT	:	Finance
DIVISION	:	Finance
TYPE OF CONTRACT		**Full-Time**
LOCATION	:	8 Summit Road, Thynk Park, 1st Floor, Dunkeld West, Randburg, JHB
JOB PURPOSE	:	To ensure accurate, compliant, and timely in-house payroll processing in accordance with relevant statutory regulations governing employer-employee remuneration. Additionally, the role provides essential financial and administrative support to the Finance Division, ensuring the maintenance of strict internal financial controls.
EDUCATION, WORK EXPERIENCE AND/OR CERTIFICATES	:	• National Senior Certificate/Matric (Grade 12) essential • National 3-year Diploma in Finance, Commerce, or an equivalent qualification. • A recognized Certificate in Payroll Administration or an equivalent qualification. • Proven track record in SAGE 300 People • Minimum of three (3) years of proven financial and payroll administration experience.
KNOWLEDGE, SKILLS AND ABILITIES		• Proficiency in specialized accounting and payroll software packages • Advanced literacy in Microsoft Office (Excel, Word, Outlook) • Strong interpersonal skills, • Exceptional verbal and written communication capabilities • Ability to thrive within a team-oriented environment. • Ability to work in a pressurized environment
BEHAVIUORAL TRAITS		• Brand leadership • Positive influence capabilities • Independence • Precision • Cognitive application of coherent principles • Confidentiality
ORGANISATIONAL VALUES		• Honesty and Integrity • Accountability

		• Respect • Service Excellence • Sustainable Socio-Economic Transformational Interventions
KEY PERFORMANCE RESPONSIBILITIES		**Payroll & Remuneration Administration** • Administer payroll services for staff onboarding, terminations, and leave management. • Maintain accurate records of staff leave data, including accumulations, absences, and utilization. • Process accurate and timely remuneration for Skills Development Facilitators via the computerized payroll system in accordance with independent consultant contracts. • Provide sound advice to managers and staff regarding remuneration, salary structuring, and taxation. • Ensure timely disbursement of third-party payments, including SARS, trade unions, medical schemes, and pension/provident fund administrators. **Financial Support & Reporting** • Conduct leave trend analyses and generate management reports. • Provide administrative and advisory support for systems underpinning the payroll framework. • Support the Financial Administrator with financial management tasks, including uploading banking details onto the Management Information System (MIS). • Perform monthly bank and balance sheet reconciliations by the 5th business day of each month. • Capture payments onto the MIS system upon receipt of verified documentation from the Financial Administrator. **Inter-SETA & Stakeholder Coordination** • Execute and finalize Inter-SETA Transfers (ISTs) and manage related administration. • Compile and submit statutory forms to the Department of Higher Education and Training (DHET). • Follow up on administrative processes to ensure all transfers are successfully completed. **General Support** • Assist the Finance Division with ad-hoc financial and administrative duties as required. • Provide relief support for reception duties when operationally necessary.
CONTACT PERSON	:	*Sophie Tiro*
DATE CIRCULATED	:	*21 October 2026*
CLOSING DATE	:	*27 October 2026* ***at 16H30***
TEL NUMBER / E-MAIL	:	*011 403 1700*

NB: CV's should be forwarded to recruitment@fpmseta.org.za
Please specify the position applied for and reference in the subject line.
FP&M SETA encourages suitably qualified, historically disadvantaged individuals (HDIs) to apply.

Disclaimer:

The SETA reserves the right to amend the advert and not to make an appointment. Should you not receive correspondence 8 weeks after closing date, please consider your application as unsuccessful. Only shortlisted candidates will be contacted.

Please note that any personal information submitted to FP&M SETA will be processed within the scope of your application and, if your application is successful, for the performance of your subsequent employee relationship. Your personal information will be processed as per the requirements of the Protection of Personal Information Act, No 4 of 2013. Although submission of your personal information is solely at your discretion, we will unfortunately not be able to consider your application if we are not furnished with the required information or records.

*** Only candidates who meet the criterion need to apply and please attach your CV and certified copies of qualifications not older than 6 months.**