



JOB DESCRIPTION

Position Title	Payroll Assistant
Faculty/Department	Human Resources Department
Reports to	Senior HR Officer-Compensation and Benefits and Payroll Officer
Position Level	Grade 1 (GSS)
Purpose Of the Role	The Payroll Assistant provides vital administrative and data entry support in the preparation, processing, and maintenance of the university's payroll. Working under the supervision of the SHROCB Payroll Officer, this role ensures accuracy and efficiency in payroll data handling, compliance with HR/payroll procedures, and timely resolution of staff payroll-related queries.
Detailed Roles & Responsibilities	
Service	• Respond to basic staff inquiries about salaries, deductions, and payslip information. • Refer complex payroll queries to the Payroll Officer for resolution. • Liaise with HR teams, including employment, records, and training, to obtain updated staffing information. • Support payroll data integrity in coordination with the Finance team.
Quality	• Input and update payroll data accurately, including new hires, contract changes, terminations, and allowances. • Assist in compiling timesheets, leave records, and attendance data for salary calculations. • Maintain a checklist for regular payroll-cycle tasks. • File payroll documents accurately, including payslips, salary adjustment forms, and statutory reports. • Support the digital archiving of payroll records in the HRMIS or payroll system. • Assist in preparing data for PAYE tax, the National Provident Fund (NPF), and other deductions. • Help generate summaries for payroll-related compliance reporting.
Team Work	• Coordinate with HR teams to ensure payroll records reflect current staffing information. • Work with the Finance team to support payroll data integrity. • Refer complex staff queries to the Payroll Officer, supporting timely resolution.

Qualification & Experiences	Bachelor's degree in Accounting, Business Administration, or Finance or a Diploma in Finance and Business Administration Experience: • At least 2 years of administrative or financial support experience, preferably in payroll or Accounting • Diploma with 3 years' experience
Key Deliverables	• Accurate and timely input of payroll data for fortnightly and monthly processing. • Well-maintained and accessible payroll files and records. • Positive feedback from staff on payroll-related assistance. • Support for error-free generation of pay slips and statutory returns. • Consistent support to the Payroll Officer and HR team during payroll cycles
Key Selection Criteria (KSC)	KSC 1: Experience in Recruitment and Selection • Demonstrated experience or knowledge in payroll or financial data entry. KSC 2: Attention to details • High level of accuracy and attention to detail in processing numeric and written information. KSC 3: Confidentiality • Ability to manage sensitive information professionally and confidentially KSC 4: Communication and Interpersonal Skills • Strong teamwork and communication skills. KSC 5: Management • Good time management and ability to meet deadlines under supervision KSC 6: Willingness • Willingness to learn and contribute to continuous improvement in payroll services.
Compliance	• Adhere to SINU policies, OHS, and Code of Conduct • Support quality assurance and accreditation requirements

Terms and condition	This position is offered on a fixed-term contract of five (5) Years, Subject to performance review and renewal in accordance with university Policies Annual Salary Range: \$ 30,294.95 - \$ 41,195.57 Annual Leave Entitlement: 20 working days Annual Gratuity: 15% of annual basic salary (paid biannually) Housing: A 15% housing allowance of basic salary and/or access to university rental policy schemes An attractive annual leave benefit package
	SECTION H - APPROVAL (Business use only) <i>This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:</i>  Director Human Resource 15/10/2026 Date-Approved Additional Comments: