

# ZCCM-IH PLC

## JOB DESCRIPTION

### 3.8.1 IDENTIFICATION SECTION

**JOB TITLE** : Accounts Assistant Payroll  
**JOB GRADE** : ZH6  
**DEPARTMENT** : Finance

### 3.8.2 JOB PURPOSE

To carry out clerical support duties in processing the payroll accurately and timely.

### 3.8.3 KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

<b>KEY RESULT AREAS</b>	<b>PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)</b>
Payroll Processing	Prepares the general payroll Prints and issues pay cheques; Calculates and deposits payroll taxes; Prepares general inputs for leave, salary advances into payroll; Distributes payslips to staff;
Statutory obligations	Prepares payments for PAYE, NAPSA and maintains all receipts for statutory obligations on due dates;
Reconciliation	Reconciles payroll individual records for advances with the general ledger;  Initiates recovery of all staff debtors;
Staff Benefits	Computes terminal benefits, leave commutation, gratuity and pension liabilities;

### 3.8.4 REPORTING RELATIONSHIPS

a) **Reports to:**

Assistant Accountant

- b) Other Jobs Reporting to (4a) above:**
  - Accounts Assistant Payables
  - Accounts Assistant Receivables
  - Accounts Assistant Bank Reconciliations
  - Cashier
- c) Number and level of immediate subordinates:**
  - Nil

### **3.8.5 ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE**

- a) Professional Qualification:**
  - Grade 12 certificate
  - Basic Accounting Certificate
- b) Minimum Relevant Pre-Job Experience:**
  - 1 year experience in a similar position
- c) Skill Specifications:**
  - Numerical and computer skills
  - Communication and interpersonal skills
- d) Other Attributes (Personality Traits)**
  - Integrity
  - Conscientious