

Job title: Senior Payroll Officer

Work Location: Hariss International Limited – Kampala, Uganda

Division / Department: Human Resource – Payroll and Benefits

Reports to: Payroll and Benefits Manager

Essential Duties and Responsibilities:

Attendance & Leave Management

- Manage attendance and overtime, Share attendance for casuals, permanents and independent with line managers for verification for payroll purpose.
- Validate attendance data (overtime, absences, etc.) for payroll processing.
- Manage all leave for respective departments and update the annual leave tracker for the employees.

Payroll Processing

- Manage and process weekly/midmonth/ monthly payroll using SAP Payroll module.
- Ensure accurate calculation of salaries, bonuses, overtime, deductions, NSSF, and taxes.
- Maintain and update employee payroll records in SAP.
- Review payroll inputs such as new hires, terminations, salary adjustments, and benefits.
- Perform payroll reconciliations and Validation

End of Service Settlement

- Prepare and process final settlements for exiting employees, including 10 years' service benefits, leave encashment, and final dues.
- Ensure all deductions, loans, and advances are recovered.
- Coordinate clearance & payment processes with HR Team & Finance team

Compliance & Reporting

- Ensure compliance with local labor laws, PAYE and NSSF
- Prepare and submit required reports
- Prepare payroll reports for management.
- Support internal and external payroll audits and provide required documentation.

System & Process Improvement

- Identify and implement process improvements within SAP payroll systems.
- Support SAP system upgrades and testing
- Support new HR/Payroll system implementation

Payroll Operations /Others

- Process loan and advance requests, ensuring proper documentation and approvals are in place.
- Set up and maintain loan/advance records in the SAP Payroll system.
- Ensure timely recovery of loans and advances through payroll deductions.
- Ensure final recovery of outstanding loans/advances during end-of-service settlement.
- Compute employee annual leave transport for payment monthly
- Handling all types of salary grievances
- Act as a point of contact for all payroll and benefits related issues for the HR department team and employees at large.
- Compute employee tea and night allowance payments on monthly.
- Oversee the performance of the payroll assistant. Guide and support the payroll Officer/assistant in execution of her duties.
- Any other duties as assigned by Management/Manager

Education and/or Work Experience Requirements:

- A minimum of a Bachelor's degree from a reputable University, a post graduate diploma in Human Resource Management and a member of the HRMAU is an added advantage.
- A minimum of 5 years' and above experience in a similar role in a busy environment.

Key Requirements

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Knowledge of SAP, HRIS or any other HR system
- Excellent computer proficiency (MS Office – Word, Excel, power point and Outlook)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service

Equal Employment Opportunity Policy

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.

Hariss International is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans/Sexual Orientation/Gender Identity.