



Payroll and Reporting Officer

Position Summary

The role of Payroll and Reporting Officer is to manage end-to-end payroll processes and generating accurate reports to support compliance, decision-making, and financial planning for Innovative University of Enga. The role ensures that employees are paid correctly and on time while maintaining compliance with statutory requirements, tax obligations, superannuation policies and institutional policies.

Key Area of Responsibilities

Payroll Management

- Administer and process end-to-end payroll for all employees accurately and timely.
- Maintain and update payroll records, employee data, and timekeeping systems.
- Calculate salaries, overtime, deductions, allowances, and benefits in line with organizational policies and legal requirements.
- Ensure compliance with tax laws, pension contributions, insurance, and statutory reporting requirements.
- Reconcile payroll accounts and resolve discrepancies promptly.
- Coordinate with Bursary section and HR to ensure accurate payroll funding and cost allocation.

Reporting & Compliance

- Prepare monthly, quarterly, and annual payroll reports for management and agencies.
- Provide workforce analytics, including headcount, turnover, salary trends, and cost projections.
- Ensure timely submission of statutory returns such as tax, social security, superannuation funds, and other payroll-related filings.
- Support audits by providing payroll-related data, reports, and documentation.

Employee Support

- Act as the first point of contact for payroll queries from employees.
- Provide guidance on salary, benefits, and payroll-related matters.
- Communicate changes in payroll policies, deductions, or compliance regulations to staff.

Systems & Process Improvement

- Maintain and update payroll software and reporting systems.
- Identify and implement process improvements to enhance payroll accuracy and efficiency.
- Collaborate with HR and IT to integrate payroll systems with HRIS and other platforms.

- Ensure data privacy, security, and confidentiality in all payroll and reporting activities.
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Qualifications & Skills

- Bachelor's degree in Accounting, Finance, Human Resources, Business Administration, or related field.
- Proven experience in payroll administration and reporting (2–5 years minimum).
- Strong knowledge of payroll processes, tax regulations, and employment legislation.
- Proficiency in payroll software and advanced MS Excel/reporting tools.
- Strong analytical and numerical skills with attention to detail.
- Ability to meet deadlines and work under pressure.
- Excellent communication and interpersonal skills.
- High level of integrity, confidentiality, and professionalism.