



VACANCY

Job Title: Payroll & Administrative Accounting Officer

Reports to: HR & Administrative Manager / Finance Manager

Employment Type: Full-time (Contractual Basis)

Job Summary

The Payroll & Administrative Accounting Officer is responsible for processing and managing the company's payroll functions to ensure employees are paid accurately and on time. This role includes maintaining payroll records, calculating salaries, statutory deductions, and ensuring compliance with local tax and labor regulations in Mauritius.

Key Responsibilities

Payroll Processing

- Prepare and process monthly payroll for all employees in an accurate and timely manner.
- Ensure correct computation of wages, overtime, incentives, bonuses, and deductions.
- Ensure all attendance and leaves data is validated and reflected correctly in payroll.
- Maintain employee payroll records, including salary changes, leave balances, and timekeeping data.

Compliance and Statutory Reporting

- Ensure compliance with all local laws and regulations including MRA (Mauritius Revenue Authority), NPS, NSF, and LEVY contributions.
- Submit statutory returns such as PAYE, NPS, and other tax-related documents.
- Manage and update records related to employee benefits like vacation, sick leave, and maternity/paternity leave.

Auditing and Reconciliation

- Reconcile payroll accounts with financial records monthly.
- Assist with internal and external audits by providing payroll data and documentation.
- Monitor and resolve discrepancies in payroll records or calculations.



Employee Relations

- Address employee queries related to salary, payslips, deductions, and leave balances.
- Maintain confidentiality and data security of all employees and payroll information.

System and Process Management

- Use payroll software Sicorax, to process payments.
- Suggest and implement process improvements to enhance payroll accuracy and efficiency.
- Keep abreast of changes in labor laws and payroll practices in Mauritius.

To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the incumbent in the role ascribed to him/her

Qualifications and Experience

- Diploma or Degree in Accounting, Finance, Human Resources, or related field.
- 2+ years of experience in payroll processing, preferably in a Mauritian context.
- Solid understanding of payroll legislation and statutory requirements in Mauritius.
- Proficiency in payroll software and MS Excel.

Key Skills

- Attention to detail and high degree of accuracy.
- Excellent organizational and time-management skills.
- Strong numerical and analytical ability.
- Discreet and professional in handling sensitive employee information.
- Good communication and interpersonal skills.

Desirable Attributes

- Experience working in a multi-national or multi-sectoral environment.
- Knowledge of HR procedures and labor legislation in Mauritius.
- Ability to work under pressure and meet tight deadlines



Application:

Candidates having the required profile are invited to submit their application with detailed CVs and relevant certificates to the following email address: scathapermal@nsld.mu not later than 06 June 2025 at 15:00.

NSLD reserves the right to call only the best qualified candidates for interview and not to make any appointment following this advert.