

Payroll Supervisor

Date Posted: 17 August 2026

Location: Midrand

Closing Date: 21 August 2026

EDUCATION & SKILLS

- ^ Grade 12 / National Senior Certificate.
- ^ Payroll qualification or Payroll Diploma preferred.
- ^ Sage 300 People Payroll Certification essential.
- ^ 7-10 years' South African payroll experience, including at least 3 years in a senior payroll, payroll controls, or supervisory role.
- ^ Proven experience with payroll TYE and mid-year reconciliations, payroll governance, statutory compliance, and payroll audits.
- ^ Advanced Microsoft Excel skills.
- ^ Strong knowledge of payroll accounting, control accounts, benefits administration, and payroll legislation.

TECHNICAL COMPETENCIES:

- ^ Payroll Governance & Compliance
- ^ Payroll Controls & Risk Management
- ^ Payroll Auditing & Reporting
- ^ Payroll Reconciliations & Financial Controls
- ^ Statutory Compliance
- ^ Benefits Administration
- ^ Leadership & Team Development
- ^ Attention to Detail & Confidentiality

RESPONSIBILITIES

- ^ Oversee payroll governance, controls, risk management, and compliance processes.
- ^ Review and approve monthly payroll outputs, reconciliations, journals, and exception reports.
- ^ Ensure compliance with PAYE, UIF, SDL, BCEA, COIDA/FEM, POPIA, and all relevant payroll legislation.
- ^ Manage confidential and executive payroll processes with strict confidentiality.
- ^ Review complex payroll calculations, including tax directives, backpay, leave pay-outs, retrenchments, and settlements.

To apply please forward your CV to
midrand.recruitment@aurex.com

RESPONSIBILITIES

- ^ Lead payroll audit preparation and maintain audit-ready payroll documentation.
- ^ Oversee payroll-related benefits administration and third-party submissions.
- ^ Support annual salary increases, bonus implementations, remuneration projects, and payroll system enhancements.
- ^ Supervise, coach, and develop payroll team members while driving continuous process improvement.
- ^ Prepare and evaluate salary review requests, promotions and increases with all necessary information for review by GRBM

PREFERRED EXPERIENCE

- ^ Experience in remuneration, reward management, and employee benefits administration.
- ^ Exposure to multi-company or multi-country payroll environments, including Namibia payroll.
- ^ Strong analytical, problem-solving, and stakeholder management skills.

Company Information

At Aurex we value the dynamic element of diversity and embrace the different perspectives everyone brings to the business. We appreciate the authenticity that each individual contributes as we create an inclusive working environment where everyone brings their whole selves to work every day. As we strive to be an employer of choice, we ensure that our employees are fairly treated. We promote physical and mental health for everyone. At Aurex, our people matter.

In terms of our Employment Equity policy, preference will be given to applicants who are disabled or from a previously disadvantaged background. If you have not heard from us within 30 days of your application, please regard your application as having been unsuccessful.

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