JOB ADVERTISEMENT – PAYROLL OFFICER

Job Title: **Payroll Officer**
Reports to: **Payroll Manager**
Department: **HR & Administration**
Location: **Kigali International Airport**

Are you a detail-oriented payroll professional with a passion for accuracy, efficiency, and getting employees paid right on time, every time? Do you thrive in a fast-paced, dynamic environment where transformation and innovation are at the heart of what we do? If yes, then RwandAir's HR Team wants YOU on board!

Job Purpose

You will be responsible for providing accurate and timely processing of RwandAir payroll. To provide a high-quality comprehensive payroll service, you will conduct audits and verify timekeeping records, manage deductions and overtime, and ensure salary payments comply with the regulatory framework.

As our Payroll Officer, you'll play a crucial role in managing payroll operations, ensuring our employees receive timely, accurate, and compliant compensation as we scale up and transform into a next-generation airline.

1. **Key Duties and Responsibilities:**
   - Collect and review all relevant payroll documentation.
   - Performs end-to-end payroll processing of all RwandAir employees, including short-term/fixed contracts and International Employees.
   - Payroll administration setting up new joiners: Verify and validate new joiner files, validating critical documents in the new joiner files to ensure they are set up correctly in the payroll system.
   - Responsible for validation of Rwandan pension deductions in accordance with the Pension scheme law.
   - Responsible for the generation and validation of the audit reports, processing payroll information in accordance with procedures, through completion of own work and through the coordination of the work of others. Ensure compliance with Statutory Social Security of International Employees.
   - Liaising with IT on payroll system-related issues and recommending system enhancements
   - Respond to and communicate effectively to queries about payroll policies and procedures raised by business units and employees.
   - Liaising with staff and management on payroll-related queries.
   - Preparation of ad hoc reports as required to various HR or Management stakeholders with a clear focus on confidentiality.
   - Detailed testing of new enhancements done by IT.
   - Work closely with the Finance department to ensure proper reconciliation and with the Benefits team to ensure accurate benefits processing.
   - Perform other department duties related to his/her position as directed by the Head of the Department.

2. **About You - Minimum Standard Qualifications;**
   - A Bachelor's Degree or Equivalent with Minimum 3 years of job-related experience.
   - Working knowledge of HR Payroll and related ERP systems.
   - Proven experience in demonstrating flexibility to meet the changing demands of the business.

3. **About You - Other Desired Competencies & Skills;**
   - Good numerical skills and attention to detail; computer literate with thorough knowledge of Microsoft Excel and Word.
   - Command of the English language, both written and spoken.
   - Strong time management and organization skills, attention to detail, and follow-through to resolve any outstanding issues.
   - Excellent written and spoken communication and interpersonal skills.
   - A high level of accuracy and attention to detail.
   - Analytical and numerical skills - reconciliations and statistics and IT skills.
   - Good time management for meeting strict deadlines.
   - Understanding of payroll processes and legislation.
   - Customer service focus.
   - Logical thinking and problem-solving ability.
   - Honesty and respect for confidential information**.**

4. **How to Apply:**

   - An application letter addressed to the Chief HR & Administration Officer;
   - Recent Curriculum Vitae;
   - Copies of Notarized Degree/Diploma certificates
   - Relevant certificates;
   - Copies of academic papers;
   - A photocopy of the Passport/National ID;
   - Three referees

The deadline for submitting application documents **(Only PDF Format)** is **April 04, 2025**. Please apply via the link: https://erecruitment.rwandair.com/.