

BARRICK

PAYROLL ACCOUNTANT (1 VACANCY)

Position Description

Bulyanhulu Gold Mine is seeking to recruit a **Payroll Accountant** to join and grow our team.

Join our exceptional team and embody Barrick's core values as you work with us. We are in search of individuals who can champion Barrick's DNA by:

- Communicating **Honestly, Transparently, and Acting with Integrity**
- Exhibiting a **Results-Driven** approach
- Delivering solutions that are **Fit for Purpose**
- Dedicating themselves to **Building a Sustainable Legacy**
- Taking **Responsibility and Being Accountable**
- Committing to **Zero Harm**
- Cultivating strong and meaningful **Partnerships**

If you're ready to contribute to our **world-class team** while embracing these values, we encourage you to apply and become a valued member of our diverse workforce.

Responsibilities:

- Work in compliance with ISO 14001 and 45001 Standards
- To complete payroll processing cycle
- Timely and accurate data collection for monthly payroll
- Validation and verification of pay adjustments.
- Addressing and following up on queries
- Preparation of payroll review files, such as variance reports
- Reconciliation of payroll before transmission
- Loading payments into our banking system
- Uploading and distributing monthly pays lips electronically and manually
- Preparation and balancing of a comprehensive set of reports after finalizing payroll
- Storage and maintenance of information
- Execution of administrative activities
- Keeping up-to-date with company policies and tax legislation affecting remuneration in all relevant countries
- Preparation and distribution of Annual Tax Summaries based on different countries' tax year ends
- Importing and exporting files to and from the payroll system
- Compiling third-party reports for payment

Qualification Requirements:

- Bachelor's degree in accountancy/finance /human resources management.
- Payroll certification is a distinct advantage.

Experience and Skills Requirements:

- A minimum of 3 years of experience, preferably working with the SAGE 300 payroll system or any fully integrated payroll system.
- Experience in working with multinational payrolls is preferred.

What We Can Offer You:

- A comprehensive compensation package including bonuses and site-specific benefits
- The ability to make a difference and lasting impact
- Work in a dynamic, collaborative, progressive, and high-performing team
- Opportunities to grow and learn with industry colleagues
- Access to a variety of career opportunities across the organization

Please forward applications before 5th December 2023

We are committed to a safe work environment sending every person home safe and healthy every day and leaving a sustainable legacy on our host communities.

Thank you for your application, however, only those selected for an interview will be contacted.

JOB INFO

- Job Identification 227410
- Posting Date 11/24/2023, 05:11 PM
- Apply Before 12/05/2023, 05:11 PM
- Degree Level High School Graduate
- Job Schedule Full time
- Locations Kahama Shinyanga, Kahama, Shinyanga, P.O. Box 891, TZ

To Apply, **[CLICK HERE](#)**