



A member of the Federation of Savings & Loan Societies Ltd

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Papua New Guinea

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## Position Vacancy: Payroll Support Officer

We are seeking to recruit a highly motivated individual for the position of a **Payroll Support Officer** for our **Finance & Accounting Division**. Reporting to the Manager – Finance & Accounting, the successful incumbent will be responsible for administering TISA Group Staff' compensation, updating payroll databases, and ensuring timely payments in compliance to TISA Group Standard Operating Procedures.

### Key Accountabilities:

- Collecting and maintaining TISA & TCF staff attendance records on a fortnightly basis.
- Processing fortnightly payments in a timely manner using payroll software- *Technology One*.
- Ensuring compliance to statutory regulations - IRC Wages & Salary Withholding Tax and Superannuation (NASFUND/Nambawan Super) Contributions.
- Raising necessary vouchers to clear all fortnightly salary deductions and GL accounts in collaboration with Finance & Accounts Officers.
- Updating and maintaining all staff leave accruals and related leave matters.
- Providing advisory support to staff-compensation enquiries as and when required

### Key Educational Qualification, Requirements and Experience:

- Tertiary Education in Business Accounting, Human Resources Management, or related discipline
- 3 years' experience in administering Employee Compensation and Benefits Matters
- In-depth knowledge of Payroll policies, procedures, and related state regulations.
- Hands on experience in using HRIS/Payroll Software – *Technology One*
- Ability to communicate with internal stakeholders to resolve payroll issues or drive initiatives.
- Must have excellent communication, analytical and problem-solving skills.
- Must have the ability to document payroll related files in a proper manner.
- Ability to maintain confidentiality on staff salary matters

If interested, please submit your Expression of Interest, Updated Resume, copies of your Educational Qualifications and References to;

The Head of People & Culture  
Teachers Savings & Loans Society  
PO Box 319, Waigani National Capital District  
Email: [hr.recruitment@tisa.com.pg](mailto:hr.recruitment@tisa.com.pg)

**Only shortlisted applicants will be contacted**

**Applications close at 4:00 pm, Friday, 09 June 2023**

### Note:

Candidates deemed successful after the '*Interview Process*' will be subjected to providing the following Pre-Employment Requirement(s).

1. *Medical Examination Report from recognized medical institutions. (No older 12 months)*
2. *Police Clearance Certificate (No older 12 months)*
3. *COVID-19 Vaccination Card*