



Job Title **Payroll Specialist**

Closing Date 2025/10/27

Reference Number CCB251020-1

Job Category People and Culture

Company Coca-Cola Kwanza (Tanzania)

Job Type Permanent

Location - Country Tanzania

Location - Province Not Applicable

Location - Town / City Dar Es Salaam

Job Description Coca-Cola Kwanza Ltd is seeking a skilled and experienced **Payroll Specialist** to join the **People & Culture** department in Dar es Salaam. Reporting directly to the People & Culture Director, the successful candidate will be responsible for managing payroll processes, ensuring accurate and timely compensation for employees, and maintaining payroll records in compliance with relevant regulations. This role requires strong attention to detail, a solid understanding of payroll systems, and a commitment to confidentiality and compliance.

Key Duties & Responsibilities **End-to-End Payroll Processing:**

- Execute comprehensive payroll processing from start to finish, ensuring accurate submission of final payroll runs.
- Handle all payroll tasks including the processing of new hires and terminations (retirement, death, resignations).

Accuracy in Payroll Management:

- Maintain precise records for salaries and benefits to ensure accurate contributions to provident funds, medical aids, and other employee benefits.
- Oversee and verify the completeness and accuracy of all payroll inputs and reconcile net pay monthly to validate correct processing.

Collaboration with People &Culture:

- Coordinate with the People & Culture department to manage employee remuneration benefits and organizational changes.
- Ensure timely and correct entry of employee changes, review for proper authorization, and maintain a robust document control system.

Reporting and Documentation:

- Generate and analyze payroll reports to ensure accurate payroll uploads and process alignment.
- Produce computer-generated reports, issue payslips and employee tax certificates, and maintain administrative tasks related to payroll documentation.

Timely Query Resolution:

- Address and resolve payroll-related queries efficiently within the stipulated response time as per Service Level Agreements (SLAs).
- Work with People &Culture transactional services to support customer service and ensure prompt query resolution.

Administrative Support and Record Management:

- Manage administrative tasks related to payroll, including filing and maintaining employee benefit records.
- Handle filing, scanning, and maintenance of records to support payroll operations and compliance.

Collaborate with Group Office for all matters related to Compensation and Benefits.

Skills, Experience
& Education

- At least 7 years of hands-on experience in payroll administration, with a solid understanding of payroll processes, general bookkeeping, accounting practices, and tax legislation.
- Bachelors Degree in Accounting, Finance or any equivalent qualification
- Proficient in both verbal and written communication to manage payroll-related inquiries and administrative tasks efficiently.
- Ability to work collaboratively within a team, sharing information and supporting team members to achieve payroll objectives.
- Strong problem-solving capabilities to address and resolve payroll issues and discrepancies quickly and accurately.
- High level of numerical ability to handle calculations, verify payroll data, and ensure accuracy in payroll processing.
- Ability to work effectively under pressure, meeting deadlines and managing multiple tasks simultaneously.
- Strong analytical abilities to assess payroll data, identify trends, and make informed decisions to improve payroll processes.

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