

## Payroll Officer at BURN Manufacturing

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Company: JobWebKenya

Location: Kenya

Category: office-and-administrative-support

### Job Description

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BURN designs, manufactures, and distributes aspirational fuel-efficient cooking products that save lives and forests in the developing world. BURN has revolutionized the global cookstove sector by proving the business case for selling a high quality, locally manufactured and unsubsidized cookstoves. Since , BURN has sold ,+ high quality, locally manufactured and unsubsidized jikokoas â,,ç stoves in East Africa. These stoves have helped 1,,+ beneficiaries save \$39 million in fuel expenditures and , tons of wood while reducing indoor air pollution by 65%. BURN currently sells ~10, stoves per month and intend to double sales by the end of .

### About the role:

Burn is looking for a Payroll Officer who will be responsible for running the payroll smoothly by managing all the salaries of the employees, and keeping an accurate record of employee hours and salaries. The individual will work with the various departments to ensure that salaries are transparent, employees receive their pay on time, and that they all have a thorough understanding of their salaries.

### Duties and Responsibilities:

Ensuring all payroll transactions are processed efficiently.

Collecting, calculating, and entering data in order to maintain and update payroll information.

Collecting daily and weekly or monthly timesheets.

Preparing employees' compensation by the end of each month using a payroll software

Distribution of payslips to the staff

Ensuring that wages and tax withholding comply with the regulations.

Entering new employees' data into the system.

Reporting on payroll expenses, compensation, benefits, insurance deductions and taxes

Resolving payroll discrepancies

**Skills and Experience:**

Bachelor's degree in human resources/Finance.

Proven work experience as a Human resource payroll officer, payroll clerk or similar role

Experience in the manufacturing sector, or other sectors with similar remuneration structures.

Hands-on experience with HR systems.

Strong Excel skills.

Exceptional mathematical skills with a keen eye for detail – the ability to spot numerical errors.

Ability to handle confidential information.

Sound knowledge of labour laws as well as employment regulations in East African countries.

Sound knowledge of payroll taxes

Experience with HRIS/payroll software (e.g., NAV)

Exceptional time-management and organizational skills

An analytical mind with a problem-solving attitude

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## Cross References and Citations:

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