

# Vacancy:

## Payroll Administrator



Ref: 2024-28

Comprehensive Community Based Rehabilitation in Tanzania (CCBRT) aims to be the preferred provider of accessible specialized health services in Africa and serves - as healthcare social enterprise and through development programmes - the community and the most vulnerable. CCBRT is Tanzania's largest local provider of disability and rehabilitation services in the country. We're committed to empower people with disabilities and their families, improving their quality of life, and ensuring access to medical and rehabilitative treatment. We prevent lifelong disabilities wherever possible, and are therefore also engaged in extensive maternal and newborn healthcare (MNHC) activities including obstetric fistula repairs. Our Maternity and Newborn Wing serves as a referral centre for high risk and emergency deliveries in the region of Dar es Salaam and the Eastern Zone of Tanzania.

*In support of all hospital services, CCBRT aims to strengthen its Finance team  
with a Payroll Administrator*

### The roles

The Payroll Administrator takes lead in the payroll function of the organization; Implements, maintains, and reviews payroll processing and accounting systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, statutory payments and other deductions.

The administrator is hands on; prepares and maintains accurate records and reports of payroll transactions. Obtains invoices and liaises with the Accounting teams on timely payments; Facilitates monthly payroll opening and closing, timely reporting and financial analysis; Ensures compliance with applicable Tax and Labour laws as well as best practices; Facilitates audits by providing records and documentation to auditors.

The payroll Administrator is a full member of the HR team and also supports the team with other financial related matters.

### The candidate

- Has a Bachelors degree in Accounting, Commerce, Business Administration or related field required.
- At least three to five years of related experience required.
- NBAA – Tanzanian registration (added advantage)
- Has extensive knowledge of payroll functions including preparation, balancing, internal control, and payroll taxes.
- Is Proficient with payroll software (experience with ARUTI is an added advantage)
- Demonstrates excellent organizational skills and attention to detail.
- Has strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.

If you are interested, please submit your curriculum vitae with 2 references and a cover letter telling us why you believe you are the right person for the role.

CCBRT is an equal opportunities employer and encourages people with disabilities to apply. Please send your application via email to: [recruitment.ccbirt@ccbirt.org](mailto:recruitment.ccbirt@ccbirt.org). Shortlisted candidates will undergo an interview as well as an additional assessment.

**Indicate job reference no: 2024 -28 | DEADLINE FOR APPLICATIONS: 26<sup>th</sup> November 2024**  
(selection process is ongoing so assessment might commence upon receipt of suitable applications)