

ROSE BELLE SUGAR ESTATE BOARD

SCHEME OF SERVICE

- POST** : **Executive Officer – (Payroll)**
- REPORTING RELATIONSHIP** : To the General Manager or any other officer designated by the Board
- SALARY** : Rs 23,025 x 400 -23,425 x 525 – 26,050 x 675- 27,400 x 825- 35,650x 900- 37,450 x 950- 42,200 x1300-44,800 per month plus salary compensation at approved rates.
- QUALIFICATIONS & EXPERIENCE** :
- Minimum a Diploma in Accounting or equivalent with 1–3 years' experience in payroll processing.
 - Knowledge of Sicorax HR and Payroll would be an advantage.
 - Fully conversant with MS office applications.
 - Knowledge of applicable employment laws and related regulations.
 - Good work ethics, and respect for privacy and data confidentiality.
 - Ability to compile and present data/information in a concise and orderly manner.
- DUTIES & RESPONSIBILITY** :
1. Preparation of SIPF Amended Sheet.
 2. Process Vacation Leave Applications.
 3. Process Accident Report Form (Injury Leaves).
 4. Preparation of Approval Form for Payment to Insurance Companies for Health Care Scheme and Group Term life assurance), Accountant and approved by General Manager.
 5. Preparation of Check-off Forms for any deduction to be made for Payroll.
 6. To oversee the work of junior staff in the payroll section.
 7. Computation and preparation of approval form for Refund of lenses of Agri & Non - Agri workers
 8. Preparation of computation of Funeral grants, pensions, gratuities and severance allowance of all employees/part-time workers proceeding on retirement.
 9. Prepare attendance sheet and bus fare refund.

10. Payroll Processing for the Staff, Agricultural and Non-Agricultural Workers.
11. Prepare refund of lenses & Frames.
12. Calculate gratuity of staff.
13. Closure of Payroll.
14. General Ledger & MIS Posting.
15. Prepare staff input forms.
16. Prepare Directors fees.
17. Deals with refund of claims with health care insurance.
18. Payment of Levy/NSF/CSG through MNS.
19. To act as Secretary of Committee as and when required.
20. Support the Head of Department in implementing strategic objectives.
21. To prepare reports and papers for Management, Committees and Board for the respective section.
22. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Executive Officer **(Payroll Section)** in the roles ascribed to him/her.

Date: 18 March 2026