

PAYROLL OFFICER

Location: Dar es Salaam, Tanzania

Employment Type: Fixed Term of 24 Months

Perseus Mining (Tanzania) Limited (SMLC) is seeking a **Payroll Officer**.

The Payroll Officer is responsible for the accurate, timely and compliant processing of employee payroll for a large-scale gold mining operation in Tanzania. The role ensures payroll records, earnings, statutory deductions, overtime, leave, employee changes and other payroll inputs are accurately captured, verified and processed in accordance with company policies, Tanzanian statutory requirements and internal controls. The position also supports payroll reporting, audits, employee payroll queries, pension submissions and continuous improvement of payroll processes, ensuring employees are paid accurately and on time.

Key Responsibilities

Work with the Accounts Payable and Payroll Superintendent to:

- Review and verify payroll source documents.
- Prepare and print payroll reports of earnings, hours worked, taxes, insurance, leave.
- Develop, manage and maintain comprehensive payroll records.
- Maintain a detailed annual payroll calendar of key payroll related tasks and due dates for planning purposes.
- Verify all payroll changes, updates, and overtime into the payroll software system, ensuring the accuracy of the information entered.
- Effect changes note as required.
- Ensure that all changes to payroll system are authorized as required.
- Ensure that all changes to payroll system are authorized as required.
- Ensuring compliance with tax regulations and company policies.
- Ensure that all statutory and applicable deductions are captured to payroll system
- Ensure that employees are paid correctly and on time.
- Resolve all payroll related complaints
- Ensure all new employees are correctly and timely captured
- Ensure updated payroll record are timely sent to pension funds

Internal Controls

- Instituting and overseeing an effective system of internal controls relating to payroll.
- Continuous check on the compliance level and communicate to the Financial Controller on any weaknesses identified and recommendations.
- The finance function is extremely important with regards to this risk area as it is the key medium between the procurement of goods or services and the ultimate payment to suppliers.

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Audit

- Responding to the queries raised i.e., provide support documents, information requested etc

Risk Management

- Ensure Risk Minimisation strategies are in place.
- All company assets are accounted for
- Assist with Insurance for company assets.

Recommended Education Level

- Bachelor of Commerce/ Bachelor of Accounting and Finance
- Qualified Accountant (CPA-T) by the National Board of Accountants and Auditors Tanzania (NBAA) or the Association of Chartered Certified Accountant (ACCA) will be an added advantage.

Experience

- Three years of experience in payroll process.
- Experience in handling complex payroll for not less than 300 employees (full time and casual).

Knowledge and Skill

- Reasonably independent and able to resolve own difficulties
- Excellent knowledge of Group and local reporting requirements and accounting practices.
- Excellent knowledge internal control requirement.
- Good knowledge of payroll software and computer based financial accounting systems.
- Totally honest and trustworthy.
- Meticulous attention to detail.
- Take responsibility to adhere to company procedures.
- Must enjoy routine and take pride in producing accurate payroll outputs to meet deadlines on a regular basis.
- Positive and enthusiastic to improve financial accounting performance.
- Able to respond to heavy demands and high work pressure.
- Timeously.

Qualifications & Licences:

- Bachelor of Commerce/ Bachelor of Accounting and Finance
- Qualified Accountant (CPA-T) by the National Board of Accountants and Auditors Tanzania (NBAA) or the Association of Chartered Certified Accountants (ACCA) will be an added advantage

Additional Information:

- Prepared to undertake external training to complement the operation.
- Incumbent may be expected to work outside Normal Working Hours on occasions.
- Incumbent will, from time to time be required to travel on company business.

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Risk Associated with Job

- Commercial risk – High
- Reputational risk - High

Where You'll Be Working

Nyanzaga Gold Project is Perseus's first planned operation in Tanzania, located in the Lake Victoria Goldfields. A Final Investment Decision was made in April 2025, with first gold production targeted for early 2027.

The project places strong emphasis on sustainability and local development, with programs dedicated to employment, skills training, infrastructure, and long-term social outcomes. Once operational, Nyanzaga is expected to become a key contributor to Perseus's future growth and a flagship project in East Africa.

About Us

Perseus Mining Limited is an ASX and TSX listed gold producer, developer, and explorer focused on the African continent.

With a strong pipeline of projects including our flagship Nyanzaga development in Tanzania and an expanding presence in the region, we currently operate three gold mines: Edikan in Ghana, and Sissingué and Yaouré in Côte d'Ivoire.

Driven by a clear growth strategy to maintain annual gold production exceeding 500,000 ounces, Perseus is focused on operational excellence and long-term value creation.

We are dedicated to developing skills, offering rewarding careers, and providing the opportunity to make a real impact within a progressive and growing organisation spanning multiple African nations.

How to Apply

Applications will only be received by email to perseus@globeconnect24-7.com with the advertised job title **Payroll Officer** as the subject line of the email.

Applications close on **05th October 2026**. Perseus Mining reserves the right to remove advertised roles prior to this date. Only shortlisted applicants will be contacted.

To align with Perseus Mining's commitment to safety, the successful candidate will be required to undergo pre-employment checks, including a medical screening.

Perseus Mining is an equal opportunity employer that supports and cultivates a diverse workforce. We value our employees and empower them to enhance their skills and advance their careers

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