

Africa HR Solutions is hiring a Payroll Consultant

Africa HR Solutions is the trusted advisor to leading international and local organizations, providing exceptional payroll and employment solutions across 48 countries in Africa.

Situated at Socota Business Park, Phoenix, Mauritius.

Duties are as follows:

- Liaise with client teams to collect any changes to monthly payrolls for contractors.
- Update payroll software with new customers, contractors.
- Process termination of contractors on payroll software.
- Input and process payroll for contracts under your responsibility on the payroll software.
- Prepare and carry out quality assurance on payroll reports.
- Liaise with in country partners and client to validate the payroll reports.
- Liaise with finance team to generate invoices for clients and in country partners.
- Ensure that payslips have been correctly generate in the payroll software.
- Upload and share documents on their portals where necessary.
- Perform quality assurance and reconciliations between payslips and invoices.
- Escalate any issues to team leads and other stakeholders.
- Prepare, review and share all reports as per requirements.
- Update finance application with necessary info as per pre-defined workflow.

We are currently looking for degree holders in Accounting & Finance or Human Resources

Duration: Full time basis

Remuneration: around Rs 25,000

Working Days/ Time: From Monday to Thursday- 8:30 to 5:30pm

Friday – 8:30 to 4pm

Send your CV/ Motivation Letter on: vnarrainen@africa-hr.com

By: 31st August 2023

Learn more on their company: <https://africa-hr.com>.