



PAYROLL ANALYST- PAYROLL OUTSOURCING

Summary of Role

The payroll analyst will be responsible for coordinating the payroll process with different stakeholders involved in Global Payroll Outsourcing. He/She will act as the main point of contact for communication with stakeholders involved and will work on resolution of issues / concerns that may be raised at any point in the process.

Roles and responsibilities

- Monitor closely project deliverables daily, ensuring all tasks are completed on time.
- Validate input and output source data.
- Ensure timely, clear communication, escalation to required parties to ensure on time delivery.
- Ensure accuracy of data before output delivery.
- Participate in project calls.
- Maintain and update issue logs.
- Adhere to all Risk & Compliance procedures in line with company and the client's expectations.
- Adhere to GDPR and Data Protection Act.
- Ensure project reports and SLA& KPI reports are updated.
- Escalate issues to reporting line as and when required.
- Deliver ad hoc tasks related to the process.

Qualification and Work Experience

- Minimum Higher School Certificate (HSC).
- Work experience in global payroll and/or experience in working with international customers will be a definite advantage.

Skills

- Good communication skills both verbal and written (English).
- Demonstrate accountability for results.
- Good customer service skills.
- Ability to work and interact within a team and with customers.
- Good knowledge of Excel.
- Good Analytical skills.
- Good Problem-Solving Skills.
- Ensure timeliness and completion of assignments.
- Good interpersonal and organizational skills

Important

- Willingness and ability to cover UK hours (12:00 to 20:30 Summer UK season)
- Ability to work overtime when required.