

## Job Description

POSITION DETAILS			
<b>Functional Designation</b>	F&A-Accounts Payable Specialist	<b>Department</b>	Finance and Accounts
<b>Sub Department</b>	PAG	<b>HR Grade</b>	
<b>Location</b>	Corporate Office	<b>Reporting Manager</b>	
Job Purpose			
<p>The Manager of Payroll Accounting is responsible for overseeing and managing the payroll accounting function within the organization. This role aims to ensure the accurate and timely accounting of employee payroll, processing of compliance with payroll tax regulations, and efficient payroll administration to support the organization's financial operations and employee compensation management.</p>			
Principal Accountabilities			
<ol style="list-style-type: none"> <li>1. Managing and supervising the day-to-day activities of the payroll accounting team, including payroll accounting, employee compensation management, and payroll tax administration, to ensure accurate and timely booking of payroll accounting and compliance with payroll tax regulations and reporting requirements.</li> <li>2. Overseeing the coordination and processing of employee payroll, including benefits administration, payroll compliances, and other payroll-related activities, to ensure accurate and timely employee compensation and compliance with payroll policies and regulations.</li> <li>3. Leading the development and implementation of payroll accounting policies, procedures, and controls to streamline payroll management processes, enhance payroll accuracy, and ensure compliance with payroll tax regulations and regulatory requirements.</li> <li>4. Collaborating with cross-functional teams, including finance, human resources, and legal, to provide guidance on complex payroll-related matters, regulatory compliance, and employee compensation issues to ensure accurate financial reporting and employee compensation management.</li> <li>5. Providing guidance and support to the payroll accounting team on payroll processing procedures, payroll tax regulations, and best practices in payroll administration to foster a culture of continuous learning and professional development within the team.</li> <li>6. Collaborating with internal and external auditors to facilitate payroll audits, reviews, and assessments, ensuring compliance with auditing standards and the implementation of recommended corrective actions and best practices.</li> <li>7. Providing regular reports and updates to senior management on the organization's payroll accounting performance, payroll management, and recommended actions to optimize payroll administration and compliance within the organization.</li> <li>8. Contributing to the development and implementation of payroll accounting strategies and initiatives that align with the company's mission, vision, and business objectives, driving operational efficiency and employee compensation management within the organization.</li> <li>9. Overseeing the implementation and optimization of payroll accounting systems and tools to facilitate the accurate and timely processing of payroll data, ensuring the accuracy and integrity of payroll information within the</li> </ol>			

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organization.

10. Leading and mentoring the payroll accounting team, providing guidance, training, and performance feedback to foster a culture of excellence and professionalism within the team.

### Desired Profile

1. Educational Qualification: A bachelor's degree in accounting, finance, human resources, or a related field is required. A master's degree or relevant certifications in payroll management or accounting can be advantageous.
2. Experience: 10-12 years of experience in payroll accounting, payroll management, or a related field, with a focus on managing payroll functions and ensuring compliance with payroll tax regulations, preferably in the financial services industry.
3. Analytical Abilities: Strong analytical skills to interpret payroll data, conduct payroll analysis, and provide actionable insights and recommendations for payroll processing and compliance.
4. Communication Skills: Excellent communication and interpersonal skills to effectively collaborate with cross-functional teams, external stakeholders, and employees at all levels within the organization.
5. Attention to Detail: A keen eye for detail and accuracy in managing payroll data, payroll reports, and payroll accounting processes to ensure compliance with payroll policies and regulatory requirements.
6. Leadership Skills: Strong leadership and team management abilities to effectively lead and mentor a team of payroll professionals, driving a culture of excellence and professionalism within the team.