

Job Description

POSITION DETAILS			
Functional Designation	Head Accounts Payable (EAG, PAG)	Department	Finance and Accounts
Sub Department	Accounts	HR Grade	VP
Location	Corporate Office	Reporting Manager	
Job Purpose			
<p>The Lead for Expense Accounting and Payroll Accounting is responsible for overseeing and managing the expense accounting and payroll functions within the organization. This role aims to ensure the accurate and timely recording of expenses, efficient payroll management, and compliance with accounting standards and regulatory requirements.</p>			
Principal Accountabilities			
<ol style="list-style-type: none"> 1. Managing and supervising the day-to-day activities of the expense accounting and payroll accounting teams, including expense recording, expense analysis, payroll processing, and payroll reconciliation, to ensure accurate and timely financial transactions and employee payments within the organization. 2. Overseeing the development and implementation of expense accounting policies, procedures, and controls to streamline expense management processes, enhance financial reporting accuracy, and ensure compliance with accounting standards and regulatory requirements. 3. Leading the coordination and preparation of expense reports, including expense analysis, budget variance analysis, and cost allocation, to provide key financial insights and recommendations for senior management and stakeholders. 4. Managing payroll processing and payroll administration, including employee compensation, benefits administration, and tax withholding, to ensure accurate and timely payroll disbursements and compliance with payroll tax regulations and reporting obligations. 5. Collaborating with cross-functional teams, including finance, human resources, and legal, to provide guidance on complex accounting issues, regulatory compliance, and payroll-related matters to ensure accurate financial reporting and employee compensation management. 6. Providing guidance and support to the accounting and payroll teams on accounting standards, payroll processing procedures, and best practices in financial management to foster a culture of continuous learning and professional development within the organization. 7. Collaborating with internal and external auditors to facilitate audits, reviews, and assessments of expense accounting and payroll accounting processes, ensuring compliance with auditing standards and the implementation of recommended corrective actions and best practices. 8. Providing regular reports and updates to senior management on the organization's expense accounting performance, payroll management, and recommended actions to optimize expense management and payroll administration within the organization. 9. Contributing to the development and implementation of expense accounting and payroll management 			

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strategies and initiatives that align with the company's mission, vision, and business objectives, driving operational efficiency and financial compliance within the organization.

10. Overseeing the implementation and optimization of expense accounting and payroll management systems and tools to facilitate the collection, analysis, and reporting of financial data, ensuring the accuracy and integrity of financial information within the organization.

Desired Profile

1. Educational Qualification: A bachelor's degree in accounting, finance, or a related field is required. A master's degree or relevant certifications in accounting or payroll management can be advantageous.
2. Experience: 12+ years of experience in expense accounting, payroll management, or a related field, with a focus on managing expense accounting and payroll functions, preferably in the financial services industry.
3. Analytical Abilities: Strong analytical skills to interpret expense data, conduct expense analysis, and provide actionable insights and recommendations for financial planning and decision-making.
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 expense data, financial reports, and payroll accounting processes to ensure compliance with accounting standards and regulatory requirements.
6. Leadership Skills: Strong leadership and team management abilities to effectively lead and mentor a team of accounting professionals and payroll administrators, driving a culture of excellence and financial compliance within the organization.