

Payroll Analyst

Singapore

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As part of the PayMeta team, this is an exciting opportunity to grow the role and function as we evolve our payroll operations, improving the processes/technology design, while also maturing the BPO support model to collectively ensure continued delivery success that's both impactful and aligned to personal development.

This is a full time, in-office role based in our Singapore location.

Payroll Analyst Responsibilities

- In collaboration with the outsourced payroll support team and outsourced payroll processors, manage payrolls for multiple countries and entities in the APAC region, ensuring accuracy, timeliness, and compliance with local requirements
- Maintain robust internal controls and evaluate current work processes to drive process improvement, enhancing efficiencies, accuracy, and ensuring compliance with SOX and other regulatory requirements.
- Collaborate and manage relationships with internal stakeholders including HR, Benefit and Stocks Team, and external partners such as Payroll Service Providers, authorities, and auditors for business initiatives or payroll escalations.
- Take ownership of payroll compliance and filings, including responding to ad hoc requests from local statutory authorities and Internal Audit

- Manage Salesforce case management for payroll-related inquiries, ensuring timely resolution and escalation of issues as necessary
- Manage vendor performance for payroll operations, including monitoring adherence to SLAs, conducting root cause analysis for issues, and driving remediation and resolution strategies
- Stay up-to-date with regional payroll regulations and compliance requirements, ensuring that payroll practices are in accordance with local laws and regulations.
- Support ongoing global/regional finance operations projects as required
- Assist with other operational tasks as assigned by management

Minimum Qualifications

- Bachelor's degree in Finance, Business Administration, or related field
- Strong knowledge of payroll regulations, tax laws, and compliance requirements within the region.
- At least 5 years of relevant experience in regional Payroll Operations within the APAC region, preferably with a fast-growing multinational company
- Experience in managing offshore payroll teams and working effectively with outsourced payroll vendors and geographically disperse teams
- Proven experience with processing end to end Singapore Payroll
- Highly organized with excellent attention to detail and the ability to multitask in a fast-paced environment
- Analytical mindset with a focus on problem-solving and continuous improvement
- Demonstrated curiosity and initiative in driving process improvements and exploring innovative solutions within payroll operations
- Experience with ADP Global View and/or SAP



- Experience in handling other APAC location payroll will be a plus
- Knowledge of General Ledger Accounting will be an advantage
- Experience in employee equity reporting process in APAC is a plus

Locations



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