



## Payroll Assistant Manager

### Job Purpose:

The Payroll Assistant Manager is responsible for processing monthly and ad hoc payrolls across multiple jurisdictions, as well as assisting with the planning, oversight, development and delivery of compensation programmes.

### Key Accountabilities:

- Co-ordinate, administer and process monthly and ad hoc multi-jurisdictional payrolls ensuring that all employees are correctly and accurately paid by the due pay date in each jurisdiction.
- Issue a monthly payroll timeline to appropriate individuals in line with relevant cut-off dates for each jurisdiction
- Act as main point of contact for all payroll related queries, ensuring these are dealt with efficiently, in a timely manner and to accurate calculations.
- Ensure payroll is administered in accordance with company processes and controls with 100% accuracy targets, ensuring that relevant jurisdictional legislation, regulations and other requirements are maintained
- Ensure new starters, leavers and changes to standing and variable data are accurately recorded, managed and processed through the relevant payroll.
- Ensure that employee payroll processing is in compliance with jurisdiction-specific laws and statutory requirements.
- Actively contribute and be a key member of a multi-jurisdictional HR team building effective working relationships to ensure procedures are accurately followed, allowing for continuity of service during busy periods or times of absence.

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For more information and for a confidential and discreet conversation with one of our experienced HR consultants, please contact [Recruitment@hrnow.je](mailto:Recruitment@hrnow.je), call 01534 747559 or apply [here](#).