



CAREER OPPORTUNITY: PAYROLL SUPERVISOR

JOB PURPOSE:

The incumbent is responsible for managing, coordinating and analysing payroll. The incumbent is also responsible for setting objectives, prioritizing workload, and developing and recommending changes in policies, procedures, and methods to ensure proper control, improvement, and efficiency of the payroll function.

ACCOUNTABILITIES:

- Prepares payroll information to be sent to payroll service providers on a timely basis
- Ensures accuracy and reviews all payrolls when they have been processed
- Ensures payroll records are updated by reviewing and approving changes in exemptions, insurance coverage, savings deductions, job titles, and department/ division transfers
- Ensures payrolls are reconciled from previous month to current month. Variances and supporting notes are to done when sending for payroll approval
- Ensures accurate transfer of funds for payroll service providers for remittance into employees bank accounts on a timely basis
- Ensures payrolls are reconciled to ensure that what was remitted to the bank matches payroll
- Prepares year to date payroll reports
- Records payroll on the general ledger
- Prepares any other payroll information requested by Management
- Prepares wire transfer payments for UK statutory and pension
- Accurately records and journalise all payroll related transactions
- Accurately ensures Intercompany payroll recharges are done
- Ensures report is completed on actual versus budgeted payroll and records reasons for variances
- Ensures accurate and timely reports (weekly/monthly/quarterly/annual) for key stakeholders
- Advanced in the use of Microsoft Excel in order to create various payroll analysis and analytical reports
- Proficient in the use of Power BI and other data visualisation tools to enhance payroll management reports
- Maintains payroll guidelines by writing and updating policies and procedures

MINIMUM QUALIFICATIONS/EXPERIENCE:

- Associate's or Bachelor's Degree in business, accounting, finance, or a related field
- Minimum of five (5) years' experience in payroll at a supervisory level
- Excellent computer skills and familiar with Microsoft (MS) Word, Excel, Power Point, Projects, Outlook etc.