

JOB DESCRIPTION

Job Title: Assistant Manager/Manager (Payroll)



POSITION DETAILS

| Department | Location | Reporting to | Band |
|----------------------------------|----------|-----------------|--------|
| Human Resources & Administration | Mumbai | General Manager | MM2/M1 |

QUALIFICATION DETAILS

| Qualification | Min. Relevant Experience | Industry preference |
|----------------------------|--------------------------|---------------------|
| MBA/PGD in Human Resources | 6-8 Years | NA |

JOB DESCRIPTION & SPECIFICATION

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| Job Description | <ul style="list-style-type: none">• Strategize and manage the execution of payroll and its processing for approximately 500 Pan India-based employees.• Proactive tracking of payroll variables such as promotions, salary adjustments, exits, etc, seeking necessary authorizations as appropriate.• Work with an outsourced payroll company to administer monthly payroll within the specified deadlines.• Following up with managers in the business, HR Head, and the payroll company on any anomalies or discrepancies.• Coordinate with the payroll vendor on statutory payments such as PF, ESIC, TDS, etc.• Maintain payroll database, generate payroll reports, etc.• Checking the accuracy of payroll output pre-commit each month, liaising with the payroll vendor as needed to ensure that payroll is processed correctly.• Acting as the first point of contact for all employees and answering all queries relating to tax, pay anomalies, benefits payments, Adhoc payments, etc.• Ensure communication channels are maintained between Frame store and the payroll company.• Ensure compliance with applicable laws and payroll tax obligations for all employees and contractual.• Plan and ensure that all legal, statutory, federal, and state labour compliances are met and there is an active tracking mechanism of the compliance status.• Manage and process payroll changes (e.g. new hires, terminations, raises) and system upgrades.• Liaise with auditors and manage all audits in LEAP for payroll & labour compliances.• Collaborate with the extended HR team and Finance & Legal team on all related matters.• Set up and manage compliance and payroll dashboards for the leadership team. |
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| | <ul style="list-style-type: none">• Provide support & guidance to all HR teams in LEAP on legal and compliance issues as needed.• Liaise with payroll and compliance vendors across the globe to ensure smooth running process and timely disbursement of salaries.• Liaise with government departments as and when necessary to manage all compliance-related issues.• Ensure that each payroll process is tightly run, with appropriate checks and balances in between.• Restructuring compensation as per min wages changes.• Employee wise GMC validation and coordinating with Insurance vendor for the regular update & Quote negotiation & annual Policy Renewal.• Knowledge of EDTS, form 16 & ETDS. |
| Preferred Skills | <ul style="list-style-type: none">• Strong interpersonal, collaboration, and communication skills with a proven ability to - handle sensitive matters.• Should know Labour laws, Payroll, T.D.S, PF, E.S.I & PT. |