

Payroll Specialist, Europe. UK or Europe Based

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Company: Prosci

Location: Belgium

Category: other-general

Overview

The payroll specialist is responsible for accurately processing payroll and ensuring compliance with all relevant laws and regulations. In this role, the payroll specialist ensures correct transmission of payroll data to accounting systems and tools. He/She also ensures the correct payment of taxes and social contributions.

This role requires a strong attention to detail, excellent problem-solving skills, and the ability to work well both independently and as part of a team.

Ability to handle multiple tasks and priorities whilst attending to the details that matter are all key to success in this role.

Proactivity and ability to define strong processes are very important in this role.

This role will be part of the finance and the talent teams.

Key Responsibilities

Key responsibilities in this role include (but are not limited to):

- **Process payroll** for all employees using the company's payroll software
- Ensure **accurate and timely calculation and disbursement** of wages, salaries, and deductions to employees, as well as taxes and social contributions to the local tax entities.
- **Verify and review payroll data** ensure compliance with company policies and applicable laws

Prepare and distribute payslips or direct deposit advice to employees

Manage and update employee payroll information including tax withholdings and deductions

Process any employee changes to FTE i.e. hours, maternity, unpaid leave and any payroll related items including payslips to leavers.

Manage employee queries in a professional and timely manner

Collaborate with the other talent team members to ensure accurate employee data and proper onboarding and termination/offboarding procedures

Collaborate with the other members of the finance team to ensure a proper transfer of payroll data into the accounting system.

Be the point of contact to the finance team for processing and audit requirements

Complete any ad hoc activities to support the international payroll as required by the Finance Manager

Lead regular reviews of local legislation to ensure payroll in every country is compliant.

Requirements

Candidate Profile

Based on this role's scope and responsibilities, we are seeking candidates with the following qualifications, skills, attributes, and competencies:

Minimum:

- *Resourceful and outcomes-focused:* Able to work independently, with limited direction while meeting commitments with high-quality standards. Puts in effort needed to meet goals and expected results.
- *Strong interpersonal skills* Relates openly and comfortably with diverse groups of people.
- *Customer-focus:* Builds positive relationships and responds to the needs of other team members.
- *Ability to balance stakeholders* Anticipates and balances the needs of multiple stakeholders. Determines how to resolve problems and then takes timely action.

- *Organisational skills* Strong detail orientation, follow-up, and organisational skills.
- *Learning agility:* Willingness to learn and achieve proficiency with new technology tools and on local labour regulations to enhance efficiency and effectiveness. Actively seeks new ways to grow and be challenged using both formal and informal development channels.
- *Self-awareness:* Seeks out and handles constructive feedback in a positive and professional manner. Uses a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses.
- 5+ years experience in payroll processing
- Excellent proficiency in Payroll software and MS Office (Teams, Word, Excel, PowerPoint, Outlook)
- Highly organised with a strong eye for detail, Ability to work in a fast-paced, deadline-driven environment with multiple priorities
- Excellent written and verbal communication skills and a friendly approachable demeanor.
- Ability to handle sensitive data and highly confidential team member information, with the utmost discretion and professionalism.
- Strong knowledge of local labour laws in European countries
- Have excellent writing skills in English and be able to speak to internal and external stakeholders with confidence.

Preferred:

- Prior strong experience in an international payroll function (more than 5 years), both in payroll processing and accounting transmission
- An understanding of, and a passion for change management.
- Professional competency in French, German and/or other business relevant European languages, preferred.

Benefits

Additional Information

- Position reports to: Talent Director Europe (50%) and Finance Director Europe (50%)
- Supervisory Responsibilities: None
- Key Stakeholders: Talent team Europe, SLT, Line managers, Prosci Europe Employees.
- Work location: Either remote or hybrid (if preferred), if based within commuting distance of a Prosci Europe office location.

- Salary range: Please connect with Talent Partner for updated salary range.
- Travel Requirements: Minimal. Occasional European travel to attend team meetings.
- This role can be fully remote or hybrid, depending on the base location. To facilitate remote working, applicants should have a suitable quiet working space at home and good internet connection.

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Cross References and Citations:

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