

PAYROLL ANALYST (REMOTE JOB)

Role description

- Process payroll requests, provide clarification of payroll policies and procedures
- Prepare the monthly payroll for approval
- Support all Payroll internal projects and activities
- Generate ad-hoc reports to analyze payroll data
- Delivering the highest quality of service in payroll operations by executing all activities in compliance with existing procedures and customer requirements
- Ensuring the timeliness of payroll processing (sending inputs to payroll services providers, approving payrolls and requesting uploads and payments' releases)
- Carrying out the validation of payroll inputs and the reconciliation of output files
- Interacting with employees, client or third party providers to process payroll data and ensure the correct and timely pay
- Initiating and actively supporting any continuous improvement activities or other process and/or tools improvements

Requirements

- Fluent English (C1 level);
- 1-3 years experience on similar position within the Payroll area, preferably End2End
- Knowledge about UK Payroll regulations
- Good analytical skills, work organization skills and attention to details
- Knowledge of process specific systems/tools (ADP/TMF) would be an asset
- Advanced competency with Excel and Microsoft Office
- Proven analytical and organizational skills

What you can expect from us

- Unique personal & professional development at one of the pioneers in professional insurance support
- Getting to know end-to-end insurance process (global perspective)
- Ongoing professional trainings
- Your own personal training budget
- Luxmed medical coverage for you and option to extend it to your family/partner
- Flexible hours (we start between 7 and 10am)
- Competitive salary
- Flexible benefits
- Great atmosphere created by passionate people (and not only about work)
- Friendly working conditions

If you are interested in this offer send your application on this e-mail address:
magdalena.socha@xceedance.com