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# Example of Employment Manager Job Description

Our innovative and growing company is hiring for an employment manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for employment manager

* CIS, Expenses and Benefits, P11Ds, PSA, Termination Payments, Employment Status, are some of the technical areas
* Overseeing the international employment tax and social security compliance and return preparation process with a heavy emphasis on Norwegian compliance and the interaction with UK NIC and PAYE arrangements
* Responsibility for reviewing correspondence with HMRC/overseas tax authorities and dealing with tax enquiries
* Coaching and performance management of other members in the team, in addition to the identification of training requirements and areas for development
* Responsibility for the management of clients' work in progress, together with feeing arrangements
* Client liaison and consulting activities, including identifying and developing wider business opportunities
* A willingness to be able to work across functions when appropriate International Mobility/Expat where required
* Tactical planning of our participant´s development journey throughout the program by defining, implementing and adjusting the individual training plan
* Secure operational excellence in the administration of the assigned programs
* A good understanding of the key employment tax interactions with RTI and SAO reporting requirements

## Qualifications for employment manager

* Demonstrated and sophisticated ability to independently identify and analyze issues and problems and develop and influence appropriate business solutions and plans of action
* 2 years of managing/supervising others to include performance management and talent development
* Extensive employment tax / PAYE / NIC experience
* Extensive Employment Tax experience
* Market / client knowledge
* Ideally CTA qualified