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# Example of Employment Manager Job Description

Our growing company is hiring for an employment manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for employment manager

* Manage and drive employment tax projects and advice to the business on employment tax aspects of bids and projects
* Assist with employment tax reporting and compliance, including STBV reporting
* Research and keep up to date with legislative changes and HMRC guidance, identify impact and brief business and key stakeholders as appropriate
* Advise business regarding employment/self-employed status queries (including IR35)
* Support the payroll and Shared Services Facility with tax technical advice, including PAYE, employee benefits, P11Ds and PSA
* Provide support to employees with technical queries relating to, for example, their PAYE, P11d benefits and expenses claims
* Providing advice and technical support on complex employment tax issues
* Where appropriate, liaise with the business with regard to CIS, registration and reporting obligations, including joint venture arrangements
* Proactive team focused role with a willingness to work as part of a team and be able to meet deadlines
* Corresponding with HMRC

## Qualifications for employment manager

* Bachelor's degree (BS/BA) with 5 or more years of experience in project management
* Understanding the issues and needs impacting the military Veteran community and familiarity with critical programs (public, private, and non-profit) that address these needs
* Be CTA and/or ACA/ACCA qualified
* Have current knowledge of employment tax issues
* Solid working knowledge and application of employment law in North America
* Excellent knowledge of German labor law and relevant regulations