



# Example of Payroll Advisor Job Description

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Our company is growing rapidly and is looking for a payroll advisor. 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 payroll advisor

- Receive and resolve Payroll requests as assigned through Case Management within SLA's
- Working procedures may contain specific tasks and activities in accordance with each country regulatory framework and context that the Payroll Advisor would need to perform
- Processing a monthly payroll in accordance with overtime and absence for over 2500 employees
- Previous experience processing start to finish payroll including starters and leavers, statutory payments and deductions including SMP, SSP, SPP and SAP
- Compile payroll queries on a monthly basis
- Requirements gathering and liaison to IT for Payroll system related enhancements and fixes
- Provision and manipulation of month end payroll summaries, overtime reports to relevant parties
- Payroll administration including employees' claims, benefit admin, leave, allowances and final dues/benefits
- In conjunction with the external payroll and benefits administration vendors, manages the timely preparation, reporting and payment of all statutory requirements to the respective government agencies
- Support payroll/benefits transformation and process improvements projects

## Qualifications for payroll advisor

- Develop an effective working relationship with the client group and related departments across the business to ensure a streamlined service is provided to the customer
- Continually look at ways of improving process and procedures within the HR function to improve the level of support provided to the customer
- Suggest and follow through on process improvements
- Acting as the contact person to maintain existing 3rd party interfaces 3rd party benefits providers, social security agencies
- Proactively identify processing issues and areas for process improvement
- Ad-hoc projects and other duties including system improvement data cleanse