

## **Assistant Manager, Payroll**

**Ref no:** CP0107

**Vacancy:** 01

**Job Designation:** Assistant Manager, Payroll

### **Job Responsibilities**

- Prepare salary sheet, collect acknowledgment and submit the requisition to Accounts & Finance Department for fund management as per payment method for all the business units.
- Ensures accurate and timely processing of payroll updates including new hires, terminations and changes to pay rates.
- Maintain a workflow to ensure all payroll transactions are processed accurately and timely and perform any other task till final salary disbursement.
- Prepare and ensure on-time salary, allowance, bonus, incentives, and other employee payment-related issues.
- Identify, investigate and resolve payroll related discrepancies.
- Collaborate with Internal Finance team and share different HR & Payroll information as per the requirements.
- Evaluate and modify (if required) existing compensation and benefits programs, policies, and procedures
- Calculate employees monthly Tax from salary also change as and when required.
- Prepare different types of report as and when required.
- Lead the payroll executive to ensure the other Human Resource operation part (Organizational Letter, Documentation and compliance support)

**Employment Status:** Full-time

### **Educational Requirements:**

- Bachelors/Masters in HRM be preferable with a decent score in the CGPA
- PGD in HRM will act as an added advantage

### **Additional Requirements**

- Minimum 3 years of experience in related field is required.
- Excellent in inter-personal & communication skills.
- Able to work under pressure and complete the task within a preset time-frame.
- Proficient in MS Office Package along with other office management tools.

**Job Location:** Dhaka

**Salary:** Negotiable

Please Send your updated CV along with cover letter mentioning “Assistant Manager- Payroll” in subject line within **31<sup>st</sup> January 2022**.