

Senior Associate, Payroll Specialist

Responsibilities:

Payroll:

- Plan and implement a new payroll unit and registration of Corporation with the statutory authorities (Inland Revenue Board, Employees Provident Fund Board, Social Security Organisation, etc).
- Registration of Corporation with other stakeholders (Perbadanan Tabung Pendidikan Tinggi Nasional, Lembaga Tabung Haji, Bank Islam Malaysia Berhad, Bank Kerjasama Rakyat Malaysia, Angkatan Koperasi Kebangsaan Malaysia Berhad, etc).
- Responsible for the Corporation's end-to-end payroll processing functions; including payroll reporting, computing wage, overtime, ad-hoc payment, increments, bonus pay-out, statutory deductions/contributions and tax reconciliation.
- Ensure compliance to the relevant regulatory requirements and Corporation's requirements and policies.
- Administer monthly preparation of payroll statistic reports and journals and other information pertaining to payroll and manpower costs for Internal and Management reporting.
- Prepare and ensure accurate and timely submission of EPF, SOCSO and Income Tax to relevant parties.
- Ensure all payroll related transactions and properly charged to respective GL accounts.
- Preparation of hard copy printed payslips and facilitate the distribution to employees.
- Coordination with the Finance Department for the preparation of cheque payments and issuance on allowances/service fees for part time workers, contract workers and resigned staff.
- Preparation of year-end tax filing documentations.
- Ensure compliance to audit schedules and reporting within given deadlines.
- Meeting coordination with auditors and tax agents during annual audits and submissions.
- Attend to employees' inquiries on payroll matters such as Income Tax, EPF and SOCSO queries, and addressing those queries.

HR Support:

- To provide all HR deliverables effectively, accurately and timely.
- To work closely with relevant stakeholders & HR functions to provide a more holistic HR delivery services towards business sustainability and Corporation's future goals.
- To assist with the plan, development and implementation of HR initiatives/projects.
- Other ad hoc duties as and when assigned by immediate superior.

Requirements:

- Bachelor's Degree in Business Administration/Human Resource Management/Finance or relevant discipline.
- Possess 5 years of relevant working experience, with hands on experience in payroll processing functions.
- Good IT skills and with hands on experience in using computerised HR and payroll system are highly desirable.
- Familiar with the Malaysian labour laws and legislations and other related Acts and statutory requirements (EPF, SOCSO, EIS, IRB etc).
- Able to keep abreast of and implement the changes related to payroll matters.
- Good interpersonal skills especially in dealing with stakeholders, authorities, etc.
- Good communications skills – written and spoken.
- Experience in handling day-to-day HR administrative work.
- Initiative, results driven and able to work independently.
- Team player with ability to multi-task.
- Able to work under pressure to meet tight deadlines.
- Willing and able to work extra hours when required.