

Payroll Specialist (Swedish team)

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Company: TMF Group

Location: Poland

Category: office-and-administrative-support

We never ask for payment as part of our selection process, and we always contact candidates via our corporate accounts and platforms. If you are approached for payment, this is likely to be fraudulent. Please check to see whether the role you are interested in is posted on our career website.

About TMF Group

TMF Group is a leading provider of employee, financial and legal administration services, helping clients invest and operate safely around the world. Our 10,000 experts in 125 offices across 86 jurisdictions worldwide serve corporates, financial institutions, asset managers, private clients and family offices, providing the combination of accounting, tax, payroll, fund administration, compliance and entity management services essential to global business success.

We have been present in Poland for over 20 years, helping our clients from offices in Warsaw and Katowice, where more than 700 people already work.

Katowice is also the location for our new structure - the Regional Delivery Center, whose task is to serve the European markets of our clients, companies from the Fortune 500 and FTSE 100 rankings. As part of the structures, we are looking for specialists in the field of international accounting & tax, human resources and payroll, and global entity management. We also build teams that will be responsible for handling international funds and supporting internal financial processes of the TMF Group.

Currently we are searching for a Payroll Specialist to support our Swedish Payroll team from our hub in Katowice. If you like to work with figures and numbers and you

are proactive about your own learning, we are happy to support you to kick off your international career with us.

At this role you will have possibility to work remotely or hybrid from the office in Katowice.

Key responsibilities

Meeting payroll compliance requirements via accurate, complete and timely processing of weekly, fortnightly and monthly payrolls, remittances and filings with appropriate tax authorities/pension providers as required and payments to employees;

Supervises and allocates tasks to Job Band 1 & Job Band 2 colleagues, whilst maintaining overall responsibility for task accuracy and completeness, keeping line manager updated as appropriate.

Meeting the indicated deadlines for each allocated client task;

Performing tasks in compliance with company policies relating to payroll to ensure requirements are followed consistently and in full for each payroll cycle;

Performing tasks in compliance with employment legislation, data protection and control risk within payroll function;

Being the primary day to day contact for payroll audits, Central Statistics Office and other requirements. Responsible for answering audit queries and analysis at year-end and preparation of all monthly and annual statutory returns as required;

Responsible for processing, payment, reconciliation and reporting of benefits (e.g.

Health Insurance, Pension, Share Awards etc.) as required;

Providing administrative support for management of payroll and benefit issues and accurate record keeping.

Perform standard defined tasks to on board new clients;

Identify out-of-scope service and providing respective information to the team leader/manager

Keeps up to date with changes in local payroll and tax legislation

Escalates any concerns to line supervisors or line manager in a timely manner

Key Requirements

Bachelor or University degree in Finance, Accounting, HR or Administration field;

Any experience in payroll area / internship in this area would be desirable. Candidates who have experience in accounting and administration field are also welcomed to apply;

Experience with MS Office (particularly MS Excel);

Structured and accurate;

Pro-active attitude in promoting improvements and seeking clarifications

Fluency in English. Knowledge of Scandinavian languages will be considered as a plus.

Working at TMF Group offers

Convenient central location of the office

Stable employment

Flexi-time and remote working

An international and dynamic environment

Private medical care

Life insurance

Co-financing for the Multikafeteria program (e.g. Multisport card)

Access to a language platform with 12 different languages to learn

Access to a mental health and well-being platform offering a variety of functionalities that will support you in caring for your well-being

Exceptional people and atmosphere

Christmas and occasional gifts

Co-financing of holidays (social fund)

Opportunity to take part in charity projects

* Please note, we'll contact selected Candidates only.

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