

Senior Payroll specialist

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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 global provider of high-value business services to clients operating and investing globally. Our purpose is to help our clients operate internationally and 'belong' wherever they are in the world. We do this by making sure they are properly set up to do business in any country and compliant with local and international regulations. Operating in over 80 countries we provide our 15,000 clients with on-the-ground compliance and administration services so they can venture further.

TMF Group has been operating in Poland for more than 20 years. Our two offices in Warsaw and Katowice employ more than 400 business professionals who help and support client business and projects.

Currently we are searching for a Senior Payroll Specialist to support our Norwegian 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.

Key Responsibilities

Managing and processing of payrolls for a number of more complex clients;

Full provision of payroll tasks to international clients;

Preparation of data related to wages, declarations, reports, posting;

Contact with clients and authorities;

Carrying out advisory tasks in matters relating to payroll accounting.

Handling of salaries in the current software according to the delivered client's records and in accordance with the valid legislation and TMF standards;

Elimination of anomalies within documents for monthly salary processing;

Preparation of basic outputs from monthly salary processing;

Preparation of reports according to the specific demands of the client;

Solving other standard demands of the client connected to the payroll accounting (consultations etc.);

Set-up payroll system and analyze clients' data;

Keep the Nordic colleagues informed over the status of the job by: informing on conflicting priorities and asking for assistance if problems arise; informing on progress of assigned tasks; informing in due time on problems in meeting deadlines.

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

Make an impact

Our global presence in more than 80 countries allows you to impact how global and diverse clients do business as well as give back to the global communities we operate in

Be part of One TMF

At TMF Group, it's our people who make us who we are. Our company thrives on entrepreneurial spirit and is full of proactive people who combine enthusiasm with responsibility and accountability.

A world of opportunity

Regardless of where you are in your career, TMF Group opens a world of opportunity where you will be part of our team and is supported in your global career journey.

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Cross References and Citations:

1. Senior Payroll specialist Norwayjobs Jobs Poland Norwayjobs ↗
2. Senior Payroll specialist EntertainmentjobsnearmeJobs Poland Entertainmentjobsnearme↗
3. Senior Payroll specialist Bostonjobs Jobs Poland Bostonjobs ↗
4. Senior Payroll specialist SearchaustralianjobsJobs Poland Searchaustralianjobs↗
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