



JOB TITLE: Executive, HR & Payroll
JOB BAND: Job Band 2
DEPARTMENT: HR and Payroll Services
REPORTS TO: Senior Executive / Manager
PREPARED BY: HR department

JOB PURPOSE

The Executive assists the Senior Executive and Manager, HRP, to manage all matters of client companies, especially handling the client payroll and ensures that all payroll related matters of client companies are properly handled.

KEY RESPONSIBILITIES

- Performs daily work with medium complexity, including monthly payroll calculations, payroll registers, final payment calculation, data input in payroll system, preparation of employer's return, preparation of local pension filing, Benefits administration, work permit applications, etc.;
- Assists in the startup and manage the payroll administration for new clients;
- Acts as a back-up when the Senior or Manager is on leave;
- Perform other duties as assigned.

JOB SPECIFIC REQUIREMENTS

- Educated to tertiary level in Business, HR or Accounting disciplines;
- 2 years relevant experience in international companies or professional firms preferred but fresh graduates with strong educational background will be considered;
- Good working knowledge of the Local country Labour Ordinances, payroll administration and pension regulations;
- Fluency in both spoken and written English and Chinese.

CRITICAL COMPETENCIES FOR SUCCESS (JOB BAND 2 COMPETENCIES)

Knowledge

- Able to follow defined processes
- Understands personal development areas and is driven to “bridge” gaps
- Will ask relevant questions to improve business awareness/knowledge
- Able to work under direct supervision
- Strives for high standards of delivery to clients

Commercial Awareness / Financial accountability

- Understands TMF Group’s services, and how the organisation is structured
- Understands and applies control, risk and governance frameworks consistently
- Records time accurately and within deadlines

People Management

- Gathers feedback and reflects on practice to improve oneself

Stakeholder Engagement

- Builds and maintains relationships at all levels across the Group
- Is mindful of culture differences across a diverse organization
- Communicates information in a clear and concise manner

Corporate Citizenship

- Puts colleagues / clients at the centre of everything they do to ensure a positive experience
- Acts with integrity
- Upholds the values of the organisation in all they do
- Trustworthy team member who considers those around them