



INTERNATIONAL MATCH
THE PROFESSIONAL FIT

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C&B and Payroll Manager

Over the world – 15/09/2014

SUMMARY

For our client an international retailer of fashion. We are recruiting a C&B and Payrollmanager. You are responsible for handling the payroll and benefits administration, processes, and systems in the Netherlands and Belgium, within company parameters and according to current legislation. You will manage two direct reports and you have a reported line to the HR director.

FUNCTION

Responsible for a correct implementation of wage tax and social insurances for all entities in the Netherlands and Belgium

Be the specialized subject expert to ensure that the organisation complies with all relevant regulations, laws and employment standards

Provide timely reporting and generate statements to tax authorities, social insurance and other institutions

Respond to more complex, escalated enquiries from team members and resolve difficult enquiries from Rewards colleagues, HRM, Finance and employees

Make the calculations of payments related to dismissals

Provide technical support, system training and guidance to HRM for budgeting process and calculate accruals and other payroll related budgets

Act in a customer focused way, cooperating closely and communicating proactively with colleagues from Rewards, HR and Finance

Select and manage on-going relationships with external suppliers and consultants (e.g. payroll and system consultants, tax authorities, pension provider, benefits broker, etc.), managing contracts and ensuring satisfactory service standards

Lead, direct, evaluate and develop the Payroll Administrator and check work to ensure that the organisation's payroll activities are implemented effectively, accurately, on time and within established standards. Activities may include distributing and preparing payments, benefits, taxes, and payroll deductions and maintaining payroll records

Lead, direct, evaluate and develop the Benefits Specialist to (re-)design and implement the organisation's benefit programmes, such as accident and health insurance coverage, retirement and pension plans, income continuance, holidays, company cars and commuting, staff sales and anniversaries

Constantly look for opportunities to modify and improve processes, administration, reporting and communication on all topics within working field, thinking ahead of the game and taking anticipated future changes into consideration

Lead projects related to payroll, payroll processes and payroll systems and actively participate in Rewards projects (Compensation and Benefits. eHR. mobility)

Authorities:

Ownership of all personnel data of employees in The Netherlands and Belgium
Responsible for payroll calculation methods
Signing authorities for payroll related expenses

Knowledge, Skills and Abilities:

Extended knowledge of Dutch and Belgian payroll and willingness to extend knowledge
Extended knowledge of Dutch employee benefits and social security system
Pro-active interest in tax and labour law legislation and ability to understand implications
Good knowledge of accounting and budget procedures
Ability to manage large workload with small team, prioritizing tasks effectively
Strong communication skills
Extended experience in business computing solutions, ideally with SAP-HR
Excellent knowledge of Microsoft Office
Fluent in written and spoken English and Dutch

Requisite Education and Experience / Minimum Qualifications:

Education on HEAO level or higher and formal Payroll qualifications
Min. 5-7 years relevant working experience (Payroll, HRIS, Service Centre, C&B)
2 years managerial experience
Experience in an international company with complex matrix organisation

OFFER:

An annual salary of € 60.000 - 70.000

CONTACT

Send your CV to: Esther Sancho, match@inamat.net