



## Payroll Senior Analyst

ES-14044

Join our Partner's P&C Services function Team and advance your career as a **PAYROLL SENIOR ANALYST!**

P&C Services is an internal global shared services organisation, responsible for delivering centralised and standardised P&C Services from a number of geographical delivery centres as appropriate for our Partner's footprint. P&C Services are the first point of contact for People and Culture related matters; the team are policy and process experts, dedicated to delivering the best customer experience.

**In this role You will:**

- Manage the entire payroll process end-to-end
- Ensure all necessary data entries related to payroll and labour administration happen on time
- Manage the monthly closing process, prepare monthly cross check reports to be able to grant maximum level of data quality in payroll and personal data
- Manage mid-month transfers with no supervision
- Consistently monitor and review the used IT systems' performance, identify gaps and recommend enhancements
- Manage the payroll related tasks and labour administration with minimum or no supervision
- Check legally correct data entries, timely interface runs
- Manage taxation related activities for Hungarian and expatriate employees as well
- Pro-actively manage the cafeteria system and modify policy in line with legislation changes
- Prepare different type of reports (ad hoc and permanent) from the used systems when it is required
- Establish and keep effective relationships with internal and external stakeholders including employees, line manager, providers

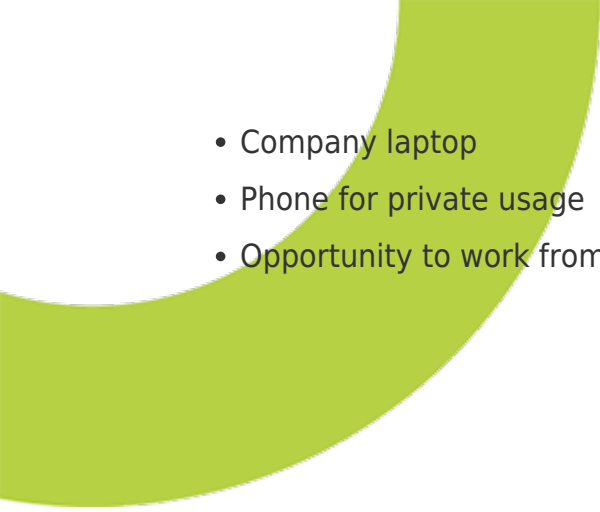
- Provide support to BSC staff on answering queries relating to payroll and basic labour related matters
- Take part in HR related projects

### **Requirements:**

- University Degree, preferably in economics
- Social Insurance and Payroll education is a plus
- 3+ years of experience in the payroll field preferably in BSC/SSC environment, or FMCG
- HR admin or HR generalist experience is a plus
- Proven analytical thinking with an ability to quickly translate data and solve complex problems
- Understanding of how the organization works, and the range of contacts that need to be made to obtain payroll data
- Self-starter with the ability to work under minimal or no supervision.
- Problem-solving personality, continuously seeking development opportunities
- Excellent interpersonal skills.
- Comfortable working to tight deadlines
- Ability to work with IT Systems, strong Excel skills
- Actively promotes a positive team environment
- Exceeds expectations of contribution and performance
- Focuses effort and prioritises work to deliver business value
- Progresses issues, even when only partial information is available
- Demonstrates shared commitment to team success
- Bias for action – does things before being asked to or forced to by events
- Strong English language knowledge

### **Our Partner provides the following environment & benefits to you:**

- A company culture where we respect our diverse and unified teams, where we are proud of our achievements and where fun and the attitude of giving back to our environment are highly valued
- Possibility to join our social communities and networks
- Chill-out and collaboration spaces in a stylish office environment
- Learning opportunities, other development opportunities to craft your career path
- Different bonus opportunities based on performance, wide range of cafeteria elements
- Life & health insurance, medical care package

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- Company laptop
  - Phone for private usage
  - Opportunity to work from home: up to 2 days / week based on team agreement
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