

JOB DESCRIPTION

Job Title:	Payroll Specialist	Reports to (title):	HR Manager
Job Code:	HR 001	Location:	Kuala Lumpur, Malaysia

1. POSITION PURPOSE

Focus on the full spectrum of payroll processing such as undertaking payroll calculation, performing payroll reconciliation, preparing payroll reporting and accounting booking, audit administration on payroll related matters, processing cost allocation and yearly statutory reporting , etc. Other responsibilities include monitoring the processing checklist and calendars, maintaining precise documentation, providing data / report for respective statutory filing within the stipulated deadlines.

2. WORKING RELATIONSHIPS

Positions supervised	Direct:	None
	Indirect:	None
Working relationships	Internal:	All levels of employees (Onshore and Offshore)
	External:	Payroll & Tax Consultant

3. PRINCIPLE ACCOUNTABILITIES

Payroll Administration

- Responsible for the accurate and timely processing of employee payrolls for onshore and offshore employee including capture new hires record, termination, leaves payment, allowances, overtime, and HR related claims payments from the time to time.
- Check to ensure that calculation of basic salaries, overtime & allowances are computed correctly and in compliance with the statutory requirements.
- Prepare monthly payroll report, analysis and ensure the signatories / approvals are obtained as required for related payroll documents aligned with audit requirements.
- Ensure that the payroll report and fund request approved by the designated authorized signatories on a timely basis
- Ensure timely submission and payment of statutory payments i.e.EPF, SOCSO, Income Tax, HRDF, Zakat and Tabung Haji
- Ensure proper and accurate payroll reports to Finance not limited to:-
 - Monthly payroll allocation report in accordance with timesheet provided by the technical group
 - Provide adjustment report due to regulators cost recovery guide changes from the time to time.
 - Ensure any outstanding payment items are reconciled or followed up accordingly
 - Monthly Expatriate costing for regulator reporting on monthly basis
- Attend to queries by employees on payroll related issues
- Key personnel in charge for all internal, external and government bodies on payroll audit matters.
- Proper and accurate filing of annual tax reports to IRD on a timely basis i.e. monthly and yearly.
- Administer employee insurance and benefit plans related to payroll administrations.
- Display high integrity on the job and comply with the JSE guidelines, including data privacy rules and regulations.

Employee Data/ Record Management

- Maintain employee data in HRIS/ Payroll system from the time to time including personal file management

- Ensure end to end ownership of employee record management including personal file, certificates, payment receipts and any invoices/ copies related to payroll.
- Keep abreast of all changes / updates in relevant Acts and ensure that the payroll system is enhanced to cater to the related changes.
- Any other payroll administration duties as assigned

4. POSITION HOLDER REQUIREMENTS

Experience, Skills and Knowledge

- 8 to 10 years of payroll experience and well versed with Malaysia Employment Labour Laws & Regulations
- Computer literacy (MS Excel i.e. Pivot table, Vlookup, formula etc)
- Familiar with any HR system such as SAP, Workday, Oracle, HR-2000 is an added advantage.

Candidate Profile

- Malaysian citizen
- Self-driven and highly motivated
- Ability to work under pressure, independently and with minimum supervision, to meet deadlines with accurate outputs.
- Good team player, detail-minded with strong numerical sense
- High attention to detail
- Proactive and able to use initiative.

5. POSITION HOLDER REQUIREMENTS

Formal Qualifications

- BSc in Human Resources or relevant field/ disciplines.

To apply for this role:

- Send your CV to KLcareers@jadestone-energy.com
- Reference : HR 005 in the title of the email