



SAIPEM has a vacancy for a Payroll Benefits Support Officer

Introduction	
Job Title:	Payroll Benefits Support Officer
Business Line:	Asset Based Non-Drilling
Department:	Human Resources
Requirements	
Qualification:	Bachelor's degree in Accounting or Business administration
Knowledge of the English Language:	Yes
Labour Relationship:	Permanent Contract
Years of Experience:	Minimum of 3 years in payroll, payroll taxes and Guyana Labour Laws
It Skills:	Computer Literate (Microsoft Office, Microsoft Project or similar), SAP Knowledge
Soft Skills:	Verbal /Written/ Interpersonal Skills/ Detail oriented
Nice To Have:	GRA experience
Location:	Georgetown

OBJECTIVE:

Responsible for calculating employee benefits and deductions. Preparing employee compensation checks using the payroll software. Ensuring taxes comply with company and local regulations. Scheduling electronic payments for review and approval. Preparing payroll reports.

RESPONSIBILITIES AND DUTIES:

- Assist with reviewing timesheets and recording of processing of payroll transactions to ensure timely and accurate
- Ensure accurate and finely processing of payroll updates including new hires, terminations, promotions, and changes to pay rates.
- Assist in reviewing payroll reports and requesting approvals to facilitate salary payments.
- Assist with requesting and making payments for payroll taxes promptly.
- Assist with communication between the accounting department to ensure timely wire transfers.
- Assist with the General Ledge reconciliations on required payrolls.
- Analyze and audit payroll data for accuracy of posting including intercompany transactions which may include invoices for payment.
- In conjunction with the other P& B team members, review company policies and government regulations in connection with payroll and benefits procedures, plus direct preparation of government filings and reports to ensure compliance with new and existing legislations/regulations.
- Assist with the liaison between Tax Agent, US payroll team and employees regarding payroll matters. and annual taxes.
- Assist in updating and maintaining data in the GHRS, MyPeople and Guyana Payroll systems.
- Work with the accounting department on requested data for monthly, mid-year and year end closing.
- Assist with Monthly, Quarterly and Annual Labor reporting as required.
- Assist Global Mobility & Corporate Tax in payroll matters as required.
- Assist with forecast and annual survey reports.
- Assist with the provision of quarterly labor cost estimations for the company budget and other company activities when required.
- Assist with GRA audits for prior periods as required.
- Assist with the preparation of annual employment slips (7Bs) and Individual Income Tax Returns for filing with the GRA.
- Assist in completing NIS claim forms for employees.
- Assist in completing of insurance enrollment forms and maintaining appropriate records for employees.
- Assist with days in country and daily personnel listing for offshore employees to facilitate year end reports for shadow payroll purposes.
- Assist with updating and maintaining records of vacation, sick days, floating holidays, etc.
- Assist in preparing monthly manhours report.

- Assist with processing vendor payments via SAP.
- Any other duties as assigned.

Please send your resume with the subject "**Payroll Benefits Support Officer**" to

saipemgcareers@saipem.com

Please note, the closing date for applications is **July 10th, 2024.**

Shortlisted candidates will be contacted.