



SAIPEM has vacancy for a Payroll & Benefit Coordinator

RESPONSIBILITIES AND DUTIES

- Oversight of administration and information processing that determines rates of pay, new hire information and any changes/promotions to both current and new employees
- Oversee and administer the Guyana payroll functions, ensuring pay is processed on time, accurately, and in compliance with government regulations.
- In conjunction with the HR and Organization Manager, review company policies and government regulations in connection with payroll procedures and direct preparation of government filings and reports.
- Ensures compliance to existing and new legislation/ regulator
- Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Prepares and maintains accurate records and reports of payroll transactions.
- Review and validate Guyana local timesheets and correct inaccuracies
- Facilitates audits by providing records and documentation to auditors.
- Identifies and recommends updates to payroll processing procedures.
- Update and Maintain data in the GHRS system.
- Serve as liaison between Tax Agent, US payroll and employees regarding their annual taxes
- Serves as liaison between Benefits Brokers and employees; serves as subject matter expert
- Review monthly insurance bills for accuracy and payment advances
- Work closely with vendors to ensure timely delivery of local and international payroll & tax liabilities
- Assist Global Mobility & Corporate Tax in payroll matters as requested
- Remits as necessary any tax payments as instructed by Tax Agent on payrolls which include to the Guyana Revenue Authority (GRA) and National Insurance and Social Security Scheme Guyana
- Maintains Tax Agent relationship and implements any necessary adjustments to expatriate payrolls
- Responsible for communication between accounting department to ensure timely wire transfer
- Work closely with accounting department on requested data for Mid-Year and Year End closing
- Work closely with accounting department on requested data for monthly closing
- Responsible for forecast and annual survey reports
- Complete General Ledger Reconciliations on required payrolls
- Responsible for Monthly, Quarterly and Annual Labor reporting
- Analyze and audit payroll data for accuracy of posting, including intercompany transactions which may include invoices for payment
- Responsible for all compliance activities as they relate to payroll and benefits



- Assists HR Manager in the preparation and development of the annual budget as requested, directed and/ or required
- Maintain records and conduct period audits, validations, and reconciliations to ensure accuracy and compliance.
- Prepare reports to illustrate information such as cost analysis, risk potential, participation rates, and trends.
- Support and assist resources and department managers in the correct management of workplace conditions relations (working hours, trade union and contract rights, pay, etc.).
- Ensure the uploading of information to company systems and guarantee the correctness and availability of data regarding resources.
- Provide quarterly labor cost estimations for the company budget and other company activities when required.

SKILLS

- Strong presentation skills
- Strong analytical skills with the ability to collect, analyze and present data.
- Information Technology Skills: Proficiency in Microsoft Office Suite.
- Highly accountable, detail oriented, and responsible.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidentiality and high level of honesty and integrity
- Strong work ethic, practical, organized, directive and flexible.

QUALIFICATION AND EXPERIENCE

- Bachelor's degree in Accounting, Business Administration, Human Resources, or related field required.
- Minimum of 4 years experience with payroll, benefits, and labor laws
- Extensive knowledge of the payroll function including preparation, balancing, internal control, and payroll taxes.
- GRA experience a plus

Please send your resume with the subject "**PAYROLL AND BENEFITS COORDINATOR**" to saipemgcareers@saipem.com

Please note, the closing date for applications is **December 14th, 2021.**

Qualified candidates will be contacted.