

<b>Position title</b>	Payroll & Social Security Advisor
<b>Position Terms</b>	Local National
<b>Position reports to</b>	HR Operations Lead
<b>Department</b>	Human Resources
<b>Rotation pattern</b>	5/2 Normal

**Job purpose**

The role is responsible for proactive collaboration with staff, HR and key internal business partners to ensure the input of salaries and benefits are processed timely. This role requires some team playing and actions in handling the payroll input files. Manage Social Security and Work Permits related issued, submission and payment.

**Duties and responsibilities**

- Ensure that the processing of the payroll is done according to the company policy and requirement and integrated to the relevant parties e.g. HR system, finance and banks by the payroll cutoff date in the payroll calendar.
- Responsible for the interpretation, checking and validation of payroll data as appropriate and coordinate appropriate payroll corrections in HR system.
- Finalize all the Control Reports and manage the cross check of pay and benefits requirements to ensure that payroll payment submissions are made in accordance with the agreed schedule.
- Support the HR system for joiners and leavers and creating final settlement for the leavers of employees.
- Provide Tax Data and Social Security certificates for Local and expats who are support all payroll related queries coming from staff or HR team
- Responsible on the staff Social Security and input / update their data in SC, manage and engage with SC office and support the company requirement any relevant issues.
- Providing data pay reports for staff when the HR Operations Lead needs
- Responsible on work permits and Social Security in terms of data collection, submission and payment

**Qualifications**

- Degree in Finance, Management, Accountant or equivalent
- SAP certification or Training
- 6 years of relevant job experience within the oil & gas industry.

**Language proficiency, computer and software skills**

- Good skills in MS Office
- Knowledge in SAP
- Excellent accounting and financial skills
- Excellent communication skills
- Good English Language Skills (Reading, Writing & Speaking)

## Skills

- Experience with payroll management
- Advanced knowledge of Excel and Word.
- Must be very organized with a high degree of attention to detail.
- Excellent communication skills, verbal and written; has a professional demeanor.
- Demonstrated experience/maturity to handle confidential and sensitive information.
- A positive, service-oriented attitude, with excellent follow through on issues.