

Payroll Accountant Jobs in Dubai | TMF Group

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Company: TMF Group

Location: , Dubai, United Arab Emirates

Category: other-general

Description

To support the payroll teams in the provision of a high quality client service, producing service deliverable for a portfolio of clients. This will include the preparation of data, assisting in payroll client administration, acting as the day to day client contact for the provision of those services, to meet stakeholders' and client expectations

Responsibilities

Understand the importance of revenue, productivity, changeability and the client relationship and effectively apply this understanding to daily tasks.

Responsible for delivering specified deliverable, (see below) to clients in accordance with internal and external deadlines

Ensure appropriate controls, policies, processes and procedures are adhered to

Create and maintain relevant records

Collect appropriate data from clients and input into database as required

Report to senior team members and/ or managers as required

Support clients with service delivery matters

Attend client meetings, as required

Prepare client work in accordance with procedures

Work with clients to ensure required data is received in good time

Set up and maintain computerized payroll databases

Inputting information into the payroll system

Review, test and reconcile the work and data received from clients/ third parties

Support the Tax Officer with ad hoc SARS requests

Requirements

1+ years full payroll administration experience and studying towards a recognized payroll or commercial qualification

Understand basic payroll processing, deductions and regulatory submissions

Working knowledge of MS Word, PowerPoint, Excel and Outlook

Working experience with payroll/HR software

Excellent English written and verbal communication skills

Strong attention to detail, coordination and organizational skills

#J-18808-Ljbffr

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