

## ICMPD Job Profile HR Officer – Payroll <sup>1</sup>

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### Functional Overview

The Payroll Officer is responsible for ensuring the accurate and timely administration of employee payroll processes, benefits, and allowances in accordance with organizational policies. The role also focuses on developing, digitizing, and automating payroll and HR-related workflows in collaboration with the HR team, ICT, and external system service providers. Reporting to the HR Manager-Administration, the Payroll officer supports the maintenance of the payroll system, processes monthly updates, prepares variance reports, and ensures compliance with tax and regulatory requirements. The role also provides backup support for HR-related financial and data tasks to ensure operational continuity. The role requires a strong focus on data integrity, and cross-functional collaboration to enhance efficiency and compliance.

### Key Results

**Payroll Administration and System Management:** Payroll data is accurately maintained by adding new employees to the payroll system, configuring their benefits and allowances according to HR policies, and ensuring that monthly changes such as promotions, salary adjustments, and deductions are correctly processed. The role includes preparing and uploading payment files, maintaining accurate employee bank details, and calculating and processing payments for separated employees. The Payroll Officer is responsible for maintaining the integrity of the payroll system, ensuring that payroll data and slips are accurately prepared and submitted to staff and for local tax advisers, and that staff costs are calculated and entered into the financial system.

**Reporting, Compliance, and Financial Coordination:** Monthly variance reports are prepared and monitored, with discrepancies identified and resolved to ensure accurate payroll outcomes. Payment files are prepared and uploaded to the financial system, ensuring timely and correct disbursements. The role involves reconciling health and accident insurance invoices to ensure accuracy and addressing any discrepancies. Compliance with internal financial policies and external regulatory requirements is ensured, with payroll data provided to support financial reporting. Costs are regularly reviewed and adjusted within the payroll system to maintain financial accuracy.

**Provident Funds and Post-Separation Processes:** Investment files for the provident fund are prepared, ensuring timely and accurate reporting. Payments and share sales for separated employees are calculated and processed in accordance with organizational policies. Provident fund statements are prepared and uploaded for active staff, ensuring the accuracy of financial data. The role supports post-separation processes by ensuring all final financial settlements are accurately calculated and processed.

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<sup>1</sup> This job is classified at IP2

## Required Expertise

- Strong understanding of **payroll administration**, payroll accounting, and HR-related financial reporting standards (IPSAS is desirable).
- Ability to analyse and reconcile **payroll data**, identify discrepancies, and implement corrective actions.
- Competency in automation of **payroll and HR workflows**, improving efficiency in HR financial processes.
- Knowledge of **Provident Fund management** and investment principles in an HR context.
- Familiarity with international financial and regulatory frameworks governing payroll transactions.
- High level of discretion and ability to manage sensitive **HR and payroll data** with confidentiality.

## Qualifications, Experience and Language Skills

- A Master's degree in **Human Resources, Finance, Accounting, Business Administration**, or a related field.
- A minimum of **three years** of professional experience in **payroll, HR financial administration, or reporting**, preferably in an international context.
- Proficiency in **MS Office (Excel)** and HR/payroll ERP systems (SAP experience is an asset).
- Excellent analytical, organizational, and communication skills.
- Fluency in English (verbal and written); proficiency in another major EU language, Russian, or Arabic is an asset.