

## Payroll & Billing Manager

EMEA: United Kingdom

The Payroll & Billing Manager is responsible for ensuring all EMEA payroll is processed on time and accurately each week / month. This includes but is not limited to processing batches for all EMEA business lines, ensuring accuracy and batch verifications, bank rejections, stop payments, and compliance issues and investigations. The position supervises all day to day operations for garnishments, member payroll support for payroll items and all payroll related activities

### What you'll get to do:

- Managing a team of 8 – 10 Payroll Specialists across EMEA
- Managing and processing payroll and billings for a number of countries across EMEA group
- Working and collaborating with our accounting team
- Process payroll for multiple clients for various roles, payment types and schedules
- Ensure management of payment schedules to guarantee that payroll is completed timely and with a high level of accuracy
- Tracking and follow up on all stop payments and rejections
- Administration of rate changes, and other data related to employee records
- Respond to inquiries from employees, managers, and various external agencies regarding payroll
- Hands on in overseeing and processing multiple UK and EMEA payrolls
- Producing monthly reports for managers and investigating any queries
- Assisting with audits throughout the year
- Explain variances to prior month, prior year and to budget in relation to billing
- Uploading invoices to general ledger system and reconciling to invoice system
- Actively participate in regular Management meetings
- Deliver communications to Internal staff whenever necessary (e.g. Staffing Changes, Member Announcements etc.)

### Skills and experience we value:

- Prior payroll & billing experience in the multiple countries
- Proficient use of MS Office products
- Strong Excel and math proficiency skills
- Critical attention to detail and problem solving
- Demonstrated excellent phone customer service skills and email etc.
- Demonstrated ability to learn and apply basic concepts in new situations.
- Ability to multi-task, set priorities, and follow up in a timely manner.
- Ability to collaborate and work effectively in both team environment as well as work independently
- Good communication skills across organization levels and with many different stakeholders



- Proficiency in IT systems, Microsoft Navision and Microsoft Dynamics would be an advantage
- Managing a team in multiple countries
- Demonstrated experience handling and protecting confidential information
- Minimum of Associate's degree in applicable field
- Minimum 5 - 10 years' experience
- Fluent in English and other languages an advantage

#### **Benefits and location:**

- Flexible Work program (work from home and hybrid options)
- Company pension
- Colleagues from across the globe

#### **How to apply:**

Send your cover letter and resume to [recruiter@people20.com](mailto:recruiter@people20.com) and reference the job title and location.

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In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by federal, state, or local laws.