

## Billing Specialist (German Speaking)

Remote

We're now offering an exciting opportunity for a skilled Billing Specialist to join the EMEA payroll and billing team.

Reporting directly to the Senior Payroll and Billing Manager – EMEA, your primary responsibility will be to collaborate effectively with internal departments, clients, workers and external partners to ensure timely and accurate delivery of pay and billing.

*Although this role can be worked from home the majority of the time, there will occasionally be the need for you to come to either the London, Warrington, Coventry, or Bournemouth office.*

### Key Responsibilities

- Request and process payments for independent contractors accurately and timely.
- Reconcile in-country partner invoices with signed schedules; create pay and bill breakdowns for client invoicing.
- Manage salary updates and ensure systems (e.g., Microsoft D365) are kept up to date.
- Validate independent contractor invoices, including hours and rates.
- Handle payroll-related reconciliation issues (e.g., tax, insurance, leave) with in-country partners.
- Provide exceptional support to internal and external customers on payroll, billing, and wage matters.
- Learn VMS and MSP systems for accurate invoicing and compliance with client contract terms.
- Ensure compliance with payroll and invoicing laws and complete month-end activities.

### Qualifications and Expertise

Essential experience:

- Fluent in both English and German
- Experience in German payroll/HR, billing administration or related field.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook). A high level of attention to detail. Raise

Desirable experience:

- Knowledge of payroll regulations and statutory requirements.
- VMS knowledge (e.g. Wand, Fieldglass, Beeline etc.
- Certification in Payroll Administration
- Proficiency in payroll software/systems

### Compensation, Location, and Benefits

- Salary of up to £34,000, depending on experience
- Flexible working
- 25 days' annual leave, plus bank holidays



- 2 Press Pause days per year (An opportunity to step back, breathe, and focus on your wellness)
- Free Financial Advice including Mortgages and Savings.
- Wellbeing benefits including discounted gym membership, direct GP access, and an in-house Mental Health First Aid team to name a few.

## How to Apply

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

## About People2.0

People2.0 is the world's largest global employer of record (EOR) and agent of record (AOR) services platform, created exclusively to serve the talent ecosystem, including staffing agencies, search and recruiting firms, individual recruiters, mass talent procurement organizations, and compliance, contracting, and consulting companies. To learn more, visit [People20.com](https://People20.com).

People2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

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.