

An international tech company specialising in document management, equipment and services, software and e-commerce is looking for a **French speaking Payroll Specialist**. Accountable to the Head of Finance, France and reporting to France finance team with responsibility for accurately and timely managing and processing payroll for all 240 French employees via an outsource provider, ensuring compliance with French labour laws and regulations.

**Role of the Payroll Specialist:**

**Payroll Processing:**

- Oversee and manage the entire payroll process, ensuring accurate and timely payment of salaries and wages.
- Calculate and process employee earnings, deductions, and benefits alongside outsource provider
- Collection, control and distribution of payroll elements to the third-party provider
- Establishment and control of pay slips, including calculation and establishment of final balances
- Review of draft returns and preparation of social declarations (DSN, etc.)
- Order and management of Lunch Vouchers
- Management and follow-up of sick leaves and associated refunds IJSS
- Management of RSP - profit-sharing

**Personnel Administration:**

- Management of employee hiring and departure formalities
- Monitoring and entry of absences, paid leave, work stoppages, etc.
- Management of health insurance
- Management of benefits in kind (company car), bonuses, advance payments, garnishments and various deductions

**Compliance:**

- Ensure compliance with all relevant labour laws, tax regulations, and company policies.
- Stay updated on changes in payroll laws and regulations and implement necessary adjustments.

**Record Keeping:**

- Ensure accurate payroll records, including employee data, timesheets (if required), and payroll reports.
- Prepare and submit payroll-related reports to government agencies and internal stakeholders.

**Problem Resolution:**

- Address and resolve payroll discrepancies and employee inquiries.
- Investigate and manage the correction of payroll errors in a timely manner.

**Collaboration:**

- Work closely with European payroll counterparts to ensure adequate cover, process alignment and simplification
- Work closely with HR, and other departments to ensure seamless payroll operations.
- Coordinate with external auditors and regulatory bodies as needed.

**Reporting:**

- Manage and analyse payroll reports for management review.
- Provide insights and recommendations based on payroll data.

**Development:**

- Develop and implement payroll policies and procedures.

**Business Knowledge/Educational Background****Essential:**

- Bachelor's degree in accounting, Finance, Human Resources, or a related field.
- Proven experience as a Payroll Specialist, preferably with experience in French payroll.
- Fluent in French and English, both written and spoken.
- Experience of working with and managing and outsourced payroll provider
- Strong analytical and problem-solving skills.
- Excellent attention to detail and organizational skills.
- Ability to handle confidential information with integrity.

**Preferred Qualifications:**

- Certification in payroll management or a related field.
- In-depth knowledge of French labour laws and payroll regulations.
- Experience with international payroll processing.

**Salary:**

- Upto £45k dependent on experience
- Pension, 30 days holiday.
- Fully remote with staff meet up one day a month.