



## Bmobile SI Limited

### Job Description

**Job title:** HR Officer (Compensation & Benefits)

**Work Location:** Bmobile SI HQ– Honiara

**Division/Department:** Human Resources and Administration

**Reports to:** Human Resources Manager

**Full-time**

**Part-time**

#### **Essential Duties and Responsibilities:**

Reporting to the Human Resources Manager, the role of the HR Officer (Compensation & Benefit) is to Support the Human Resources Department in achieving the desired results in all aspects of producing an accurate payroll, maintain company payroll records in an accurate and confidential manner, provide accurate reporting in relation to payroll related issues, respond to enquiries in a professional and courteous manner, prepare and report on month end and year end processing functions and provide assistance and support on key department activities, initiatives and projects.

#### **Duties and Responsibilities**

- Ensuring all time sheets, payroll changes, records and other related material is received prior to close of payroll run.
- Ensure the completion of all key fortnightly payroll functions and procedures.
- Provide the Human Resources Manager and Country Manager with regular updates on relevant payroll issues.
- Liaise with Payroll Software Client Support on system related problems.
- Ensure that key payroll functions comply with relevant statutory and legislative requirements including timely processing of PAYE, Payroll HCC Basic Rates and SINPF contributions payment.
- Perform reconciliation of payroll in accordance with month end and year end requirements.
- Perform the reconciliation and remittance of payroll tax and deductions on a monthly and yearly basis.
- Prepare and reconcile SINPF contributions.
- Assist in the preparation and reconciliation of annual payment summaries.
- Maintain records in accordance with statutory requirements.
- Participate in weekly Human Resources Department Meetings.
- Maintain personal competence in using the payroll system through internal and external training.
- Treat all payroll and human resources related activities in strictest confidence.
- Provide advice, assistance and support with key human resources processes and activities.
- Comply with all WH&S policies and procedures.
- Other duties directed from the Human Resources Manager from time to time.

#### **Education and/or Work Experience Requirements:**

- Diploma or Bachelor's Degree in Human Resource Management, Business Administration or related field;
- Knowledge of accountancy principles and procedures.
- Minimum of 2 – 3 years' experience in performing payroll and/or administration function.

#### **Required Outputs, Personal Attribute and/or Physical Requirements:**

- Proven track record with demonstrable skill set.
- Excellent analytical, strong communication skills, problem solving and negotiation skills
- Good personal presentation.
- Well versed with the SI Labour Laws
- Ability to maintain a high level of confidentiality.
- Computer Literate. Knowledge of Attaché Payroll Software will be an added bonus.



**4G** <sup>LTE</sup>