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| **JOB DESCRIPTION** |
| **I. JOB DETAILS** |
| **Job Title** | **Assistant Manager Human Resources – Payroll & Compliance** |
| **Function** | Human Resources | **Location** | Noida |
| **Direct Reporting to:** | Head – Human Resources | **Matrix Reporting to:** | CEO |
| **Staff Supervised** | **Direct Reports:** 2 | **Matrix Reports:** | **NA** |
| **Details of Direct Reports** | Payroll Operations |
| Vision India is a Business Conglomerate having three evolved business verticals - Staffing, Skilling & Advisory Services. With a 32000 associate base and 105+ Indian, MNC and Government of India/ State(s) entities proudly listed in our clientele, we offer an assurance of our proven credentials & differentiated service propositions across all the lines of our business to the clients across the country, APAC, Europe & Americas. We adorn ISO 9001, ISO 21001:2018, ISO 10002, ISO 14001, ISO/ IEC 20000, ISO 27001,ISO 26000 and OHSAS 18001 Certifications and sustain unwavering focus on delivering quality services to our clients enabling them to achieve Business Goals with cost efficacy.It has recorded consistent growth in the topline over the last years & stands proudly at INR 150 Crores for the year 2021-22, registering a 21% CAGR. It is poised for a much sharper top line growth in the forthcoming years riding on the projects commissioned in the last year besides the strong fundamentals on Staffing, Skilling & Advisory businesses. |
| **II. JOB PURPOSE** |
| The role holder will be responsible to perform & manage the entire set of actions towards timely fulfillment of Payroll, Payroll related compliances, Incentives / Performance linked incentives, other rewards, Client invoicing and analytical reports related to payroll for Vision India & its subsidiaries. He must have the ability to handle bulk payroll, running in thousands, managing an automated work flow but having the ability to run the process offline also. The incumbent will demonstrate a high level of coordination skills with internal teams & the client towards closure of invoicing / payroll related queries & operations.The role incumbent would be deft in a start-up like environment and brings to fore, a strong challenger mind-set with proven abilities to influence peers across the eco-system and deliver a higher quality quantity mix for talent acquisition. |
| **III. KEY RESPONSIBILITIES** |
| **Operations:*** Management & administration of the payroll operations and compliance in an accurate & timely manner for the entity, subsidiaries & the clients.
* Payroll Master Data sanctity, on ERP & offline modes. Audit the data & highlight inadequacies to the concerned stakeholders.
* Manage time bound processes and ensure validation of data for accuracy & completeness being Investments declaration, Form 16s, Tax Returns.
* Due diligence:
	+ Employee Benefits including Employee reimbursements as per applicable rules and regulations.
	+ Verification & Reconciliation of monthly payroll.
	+ Invoicing inputs, payroll & other incentive / reward inputs. Payroll output.
	+ Time lines & schedule compliance for are met for salary disbursement and statutory compliance
* Report generation & sharing with stakeholders post closure of payroll, as per agreed schedule. Provisions related to payroll to be shared with the accounts team for monthly closure.
* Calculation and deposit of monthly liability of TDS on salaries, preparation & submission of all Quarterly and Annual returns, as applicable.
* Payroll & Invoicing Dashboards. MIS and Analytics regarding payroll and employee benefits with Standardization of reports for better decision making. Variance reports with justifications and a 4-eye concept.
* Track & record compensation changes for employees. Final settlement closure as per process.
* Process improvement & automation opportunities, seamless & validated flow of data, inputs & output.
* Development, deployment and maintenance of payroll procedures and processes.
* Accurate & updated master data for all the payroll, Incentives / rewards, policies etc. as applicable. Data security.
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| **Financial:*** Ensure adherence to the payroll & incentive / reward budgets & subsequent reduction in costs.
* Zero penalties/late payment charges for payroll compliances.
* Functional inputs to F & A team for Book keeping, closing & compliances.

**People:*** Cross functional teams, strong working relationships. Close coordination with teams ensuring adequate alignment.
* Clients: Strong bonds based upon trust & commitments. High customer satisfaction scores, internal & external.
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| **IV. KEY PERFORMANCE INDICATORS** |
| **Measurable Deliverables** | * % adherence to pre-defined schedule for payment of salaries to employees.
* % deviation from Compensation budget.
* % accuracy in preparation of invoice/payroll / Number of cases with erroneous salary calculation.
* % adherence to pre-defined timelines for sending communication to employees.
* Average Response time for resolving employee/stakeholder queries.
* Quality of analytics in the reports.
* Automation Projects: Suggestions & implementation of approved improvements in timeline.
* Other activities as may be allocated by the management.
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| **V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE** |
| **Minimum Qualifications** | MBA preferably in Human Resources. |
| **Specific experience** | About 3 years of Payroll management experience primarily delivering end to endprocess for an employee base of about 10,000 on a PAN India basis. . Exceptional knowledge of Excel / Access to manage bulk data. |
| **Overall industry experience** | About 3 years of experience as the vertical head handling payroll process in a hybridenvironment. |
| **Target Companies** |  |
| **VI. KEY INTERACTIONS** |
| **Key Internal Contacts** | **Nature or purpose of interaction** |
| * Business / Function Heads / Employees

/ Business HR | Inputs & Output calibration for delivering on time payroll to the clients. |
| * Corporate IT Software Team
 | Automation / Digital initiatives |
| * Management
 | Analytics & Reports |
| * Accounts
 | Costs & MIS |
| **Key External Contacts** | **Nature or purpose of interaction** |
| * Clients
 | Inputs / Output coordination & closure. Relationship management. |
| * Professional forums
 | Improved understanding of the practices, opportunities & best practices. |
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To know more about **Vision India,** visit us at [www.vispl.co.in](http://www.vispl.co.in/); [www.justjob.co.in](http://www.justjob.co.in/)