

GMSL

GIBBONS MANAGEMENT
SERVICES LIMITED

Gibbons Management Services Limited is seeking a
PAYROLL SPECIALIST

The Payroll Specialist shall report to the Head of Human Resources and Payroll, and will ensure the delivery of accurate timely payroll services and information.

Responsibilities

- Process multiple payrolls on different pay frequencies for 14 companies and 700+ employees with a variety of adjustments and calculations of benefits.
- Perform monthly, quarterly, and annual payroll and benefits reconciliations, payroll tax filings and other compensation reporting.
- Processing of benefit enrolments, adjustments and terminations.
- Partner with Finance and HR teams to meet payroll and overall business objectives, compliance with all legislation and accurate and timely processing.
- Ensure compliance with applicable policies, contracts and union agreements.
- Maintain technology systems utilized to support payroll tracking, processing and reporting. Continuously assess functionality as it relates to business needs and make recommendations for upgrades/improvements as appropriate.
- Prepare information required for internal/external audit processes.
- Provide prompt, courteous, and efficient customer service to internal clients regarding pay, deductions, paid leave balances and other payroll processes.
- Keep abreast of changes and provide guidance on various payroll and benefits related legislation.
- Other ad hoc related duties that befit this position.

Qualifications, Skills and Knowledge

- Bachelor's Degree preferred with an emphasis on business, finance or accounting or equivalent accounting background.
- 5+ years of applicable payroll experience.
- Detailed knowledge of accounting for compensation and administering payroll and benefits.
- Experience working with Great Plains is required.
- Advanced Excel Skills with a strong working knowledge of Word and Outlook, etc.
- Strong interpersonal skills with the ability to communicate professionally.
- Strong mathematical ability and experience with audits, analysis and reconciliations.
- Superior attention to detail with a sense of urgency for various high priority deadlines.
- Ability to multitask and excellent time management skills.
- Demonstrated ability to handle confidential information with discretion and maturity.

This is a fast-paced business environment, demanding a strong work ethic and a results-oriented approach.

*Please email your resume
and written references to:*
Burgert van Jaarsveldt
burgert@benedict.bm.

**Closing date
for application:
16th April, 2021**