

JOB DESCRIPTION – GLOBAL PAYROLL SPECIALIST

Position	Global Payroll Specialist
Reporting to (Primary)	HR Manager
Parallel reporting	Audit Manager/ Accounts Manager
Educational Qualification	Bachelor or Master degree in Finance, Accounting, Human Resources
Additional certification/ exp. (if any)	Middle East Experience Mandate
Responsible for	The Global Payroll Specialist will manage payroll operations across various regions (India and Middle east), ensuring accurate and timely processing of employee payrolls. This role requires expertise in global payroll applications, time and attendance (T&A) systems, HRIS and payroll ERP solutions. The Specialist will be responsible for handling employee records, leave management, payroll reconciliations, and adherence to regional regulations, especially in the Middle East and India.
Key Skills	<ul style="list-style-type: none"> ▪ Proficiency in Global Payroll Applications and ERP systems. ▪ Strong knowledge of Time & Attendance (T&A) systems till salary generation. ▪ Expertise in the MS Office Suite, particularly Excel. ▪ Mandatory experience with Middle East payroll regulations and systems. ▪ High level of attention to detail and accuracy in managing payroll records. ▪ Strong communication skills for coordinating with multiple departments and resolving payroll grievances. ▪ Ability to work under pressure and meet tight deadlines.
Responsibilities (include but not limited to)	<ul style="list-style-type: none"> ▪ Ensure complete and accurate employee data is updated in HRIS, including bank routing codes for payroll processing. ▪ Verify daily time and attendance data and coordinate with respective timekeepers to correct timesheets where discrepancies occur, ensuring proper substantiation. ▪ Monitor employee leave records (Unauthorized absences, Annual Leaves, Sick Leaves, Emergency Leaves, etc.) and ensure accurate HRIS updates in compliance with company policy and required approvals. ▪ Accurately record employee cash advances and other recoveries (RTA, Mobile, Penalties, etc.), ensuring monthly reconciliation with the Accounts department. ▪ Run and verify trial payrolls with the Line Manager, making necessary adjustments based on feedback before rerunning and submitting for audit.

	<ul style="list-style-type: none"> ▪ Execute final payroll processing post-management approval, ensuring timely disbursal via bank transfer or cash, and coordinate with Accounts for reconciliation. ▪ Collect, analyze, and address employee payroll grievances promptly and accurately. ▪ Ensure timely and precise preparation of employee leave salary in line with regional regulations, verifying LOP, eligible leaves, outstanding recoveries, and other factors before submitting for audit and processing. ▪ Accurately calculate and process employees' end of service benefits (EOS) in compliance with regional regulations during employee separation. ▪ Oversee the thorough clearance process across departments (accounts, stores, camp, etc.), ensuring all stakeholders have signed off. ▪ Finalize EOS computations, submit for audit, obtain employee acknowledgment, and forward to Accounts for disbursal. ▪ Inform all relevant stakeholders of EOS settlements. ▪ Conduct monthly payroll reconciliation with the Line Manager, ensuring accurate payroll metrics are reflected and verified.
Company Profile	<p>TOPROCK GLOBAL, is a conglomerate of all our business verticals operating in different parts of the world. We have our presence in India, Dubai, Abu Dhabi, Qatar, Bahrain and KSA. We are into Interior fit-out, K12 Education, Hospitality and Technology. For more details about our company, pls refer to the following links,</p> <p> https://www.toprockinteriors.com/ https://www.cmis.ac.in/ https://www.laboffuture.com/ https://www.zordaarrestaurants.com/ https://malakaltawouk.com/ https://www.instagram.com/jehangirs.restaurant/?hl=en </p>
Job location	<p>TOPROCK GLOBAL PVT. LTD., 2nd Floor, Wellington Crescent, 6/2, Pycrofts Garden Road, Nungambakkam, Chennai – 600 006. Phone: 044 69226868</p> <p>Google Maps Link: https://maps.app.goo.gl/Qzd1KURULPn5mwGy9</p>