

JOB SPECIFICATION FOR A PAYROLL ANALYST

As part of our ongoing expansion, we are looking for a Payroll Analyst to join our Swiss-based team to assist with the operation of all aspects of our payroll and to provide general accounting assistance.

Location: Neuchâtel, Switzerland
Reports to: International Payroll Manager

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OUTLINE:

Capital GES is a market-leading provider of employment solutions throughout Europe, Latin America, and South Africa. To help develop our growing market we are seeking an experienced **Payroll Analyst** to join our experienced and dynamic team based near Neuchâtel, Switzerland.

Our ideal candidate will be self-motivated, organised, and have a high level of attention to detail with a strong ability to work in a team environment.

CORE RESPONSIBILITIES:

- Understand, streamline, and optimise the monthly payroll transactions, including calculations, reconciliations, accruals, and other tasks.
- Ensure the accurate and timely payment of salary and expense payments to employees, and the provision of payroll and payment information to our clients.
- Ensure all associated accounts (Including employee salary, tax and social security accounts) are reconciled within Microsoft Dynamics in accordance with local regulations.
- Improve and streamline the payroll process within the payroll team.
- Preparation for, administration of, and accounting for the multi-company international payroll using Microsoft Dynamics and Access software.

INITIAL OBJECTIVES:

- Project manage a review of current processes between Client Service and Payroll.
- Define and document, with an emphasis on streamlining, the current process between both teams in regards to calculations and tools, with a view of transitioning the tasks from Client Service to Payroll.
- The successful candidate will be a champion of change, with the support of management, and be responsible for the implementation of changes.

SKILLS, EXPERIENCE AND ATTRIBUTES:

- A native level of English; other languages a distinct advantage.
- Organised, proactive and dynamic, willing to work in a fast-paced environment.
- Excellent communication skills (both written and oral).
- A proven track record for negotiating successful outcomes with relevant internal stakeholders.
- A strong payroll accounting background
- A proven track record of project management or implementation
- A strong working knowledge of Microsoft Office, particularly Excel; knowledge of Microsoft Dynamics is an advantage

CONTACT US:

- Please submit a full CV and cover letter in English to careers@capital-ges.com