

JOB DESCRIPTION

Job Title/ Position	Sr. Manager in Band 2B
Department	Finance & Accounts
Job Location	This will be on hybrid mode, requiring presence in office as per requirement. Preference will be given to candidates from Delhi, Mumbai, Hyderabad, Ahmedabad, Patna, Bhopal, Gawahati.
Reporting to	Director-Finance
Qualification	Master’s degree in Accounting, Finance, or a related field. Professional certifications (e.g.CA, CMA, CPA, or equivalent) preferred.
Age Group	28 to 40 years
Budget	As per max applicable for Band 2
Experience & requirements	<ol style="list-style-type: none"> 1. Proven experience of min. 5-6 years of managing payroll for a large workforce (1000-3000 employees) preferably in development sector. 2. In-depth knowledge of PF, TDS, LWF, PT, and other relevant statutory requirements. 3. Strong analytical and problem-solving skills with attention to detail. 4. Ability to work under pressure and meet strict deadlines. 5. Well versed with the nuances of Social Sector Financial Management. 6. Exposure to ERP, SAP environment. 7. Excellent communication and interpersonal skills to collaborate effectively with internal and external stakeholders. 8. Expertise in computer applications like MS Office, Accounting Packages, Compliance Tools, MIS Tools etc. 9. Should have experience of handling a small team.
Role Description	As the Payroll Manager, you will play a crucial role in ensuring the accurate and timely processing of payroll for our diverse team. You will be responsible for liaising with external salary processing agencies & managing various salary-related compliances. Your experience in the development sector will enable you to navigate the unique challenges and requirements of all the Non-profit Entities of Piramal Foundation.
Key Responsibility	<ol style="list-style-type: none"> 1. Payroll Processing: Oversee the end-to-end payroll processing for a large employee base, ensuring accuracy, timeliness, and compliance with all relevant laws and regulations. 2. Liaison with External Agency: Collaborate with external salary processing agencies to ensure seamless payroll execution and address any discrepancies or issues that may arise. 3. Compliance Management: Stay updated with and ensure adherence to statutory requirements related to PF, TDS, LWF, PT, and other salary-related compliances. Take proactive steps to resolve any compliance issues. 4. Reporting: Generate accurate payroll reports and statements for internal and external stakeholders, including management, auditors. 5. Process Improvement: Continuously assess and improve payroll processes, incorporating best practices and automation to enhance efficiency and accuracy. 6. Team Leadership: Lead and mentor a team of professionals, who are remotely operating from multiple locations and fostering a culture of collaboration, development, and accountability.