

Job Description

Position Title: Payroll Officer
Location: Egypt
Reports to: HR Team Leader
Supervisory Responsibilities: None.
Salary Grade: SG 07

Background:

UTTRCO is a Global Corporation specialized in providing Finance Services, HR Solutions, Vat/Tax Recovery, Compliance and Consultancy Services. UTTRCO is headquartered in Doha-Qatar with over 5 Offices in Middle East, Europe and India.

Our VISION is to enrich people's lives by providing organizations with superior services at competitive prices and to be the premier and preferred provider of innovative Business Process Outsourcing for HR, Accounting and Finance and Tax recovery services.

Our MISSION is to provide the perfect match and solutions for the needs of our clients through long-term client relationship built on experience, insight and team work. In addition, we help our clients to reduce their administrative cost and at the same time providing quality software support.

www.uttrco.com

Job Summary:

Under the supervision of the Team Leader, the Payroll Officer will compile and post clients time and payroll data according to the territory and clients' HR policies.

Specific Responsibilities:

The incumbent will carry out the following functional areas:

- Compile employee time, production, and payroll data from time sheets and other records;
- Compute wages and deductions, and enter data into system;
- Record adjustments to pay related to previous errors or retroactive increases.
- Enter requested leaves time, such as vacation, personal, and sick leave, for employees;
- Process and issue employee paychecks and statements of earnings and deductions;
- Process paperwork for new employees and enter employee information into the payroll system;
- Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records;
- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies;
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
- Contribute to the planning and implementation of capacity building based staff.

Key Working Relationships:

Supervisory: None.
Internal: All staff

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External: HR and Operation Officers within the group

Task Competencies:

- Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
- Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Integrity — Job requires being honest and ethical.
- Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Position Requirements:

Professional Qualifications:

- 5 year of proven work experience in HR data management field
- Previous experience with data entry
- Fluency in written and spoken English with strong drafting skills
- Ability to make oral presentations and write clear reports and guidance in English and Arabic.
- Skilled in MS Office Suite, including Word, Excel, Outlook, PowerPoint, and Internet.
- Seek and apply knowledge, information and best practices.

Education:

- Graduate degree in a respective field such as Business Administration, Accounting, Finance, or Financial Management.
- Work experience in a directly related field will be considered in lieu of graduate degree.

Personal Competencies:

- Good interpersonal skills and ability to work smoothly in a multi-cultural environment while building good teamwork spirit.
- Ability to communicate sensitively and effectively across different constituencies.
- High tolerance rate for working under pressure and dealing with diversified cultures and tense situations.
- Communicative and dynamic/skilled in obtaining information from staff and/or external clients and potential ones as necessary to accomplish duties.

Physical Requirements/Environment:

- Six working days from Saturday to Thursday.
- Work shifts might be requested on holidays.
- Normal conditions of an office environment.
- Position requires flexibility and the capacity to deal with ambiguity and change until regional systems and standards are in place.

Disclaimer:

This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

Job Description

I, the undersigned _____ certify that I have read and understood my Job Description.

Employee	Name	Signature	Date
Supervisor	Name	Signature	Date
CEO or Designate	Name	Signature	Date