

Global Payroll Manager

DHI Group is seeking a highly analytical and technically strong **Global Payroll Manager** to lead and manage payroll operations across multiple legal entities within the Group. This role plays a critical part in ensuring payroll accuracy, statutory compliance, systems integrity, and insightful manpower cost analytics for corporate leadership.

The ideal candidate brings **hands-on global payroll experience**, has **implemented or coordinated enterprise payroll systems**, manages **external payroll vendors**, and ensures seamless **data flow between HR, Finance, and third-party providers** across jurisdictions.

Key Responsibilities

Group Payroll Operations & Compliance

- Execute and oversee **end-to-end payroll processing** for multiple legal entities across the Group, ensuring **100% accuracy, timeliness, and statutory compliance**.
- Ensure payroll operations comply with **local labour laws, tax regulations, and statutory reporting requirements** across all jurisdictions.
- Act as the **primary point of contact for internal and external payroll audits**, ensuring audit readiness and issue resolution.

Shared Services & Process Excellence

- Operate within a **Shared Services model**, driving **standardisation, scalability, and efficiency** of payroll workflows.
- Develop, implement, and continuously improve **Standard Operating Procedures (SOPs)** for payroll processing, controls, and data governance.
- Identify root causes of payroll discrepancies, implement corrective actions, and introduce **preventive controls**.

Global Payroll Systems & Integration

- Lead or support the **implementation, enhancement, and optimisation of global payroll systems** and HRIS platforms.
- Coordinate payroll system setups for **new entities**, including employee database configuration, payroll rules, leave administration, and statutory mapping.
- Ensure accurate and timely **data flow and reconciliation** between HR systems, payroll platforms, finance systems, and external vendors.

External Payroll Vendor Management

- Manage and coordinate **external payroll providers** across multiple countries.
- Review vendor deliverables, validate payroll outputs, and ensure SLAs and compliance standards are met.
- Act as the key liaison between DHI Group, vendors, and internal stakeholders to resolve payroll issues efficiently.

Payroll Analytics, Reporting & Insights

- Prepare **monthly, quarterly, and annual manpower cost reports**, headcount reconciliations, and statutory filings for Group Finance.
- Perform **variance analysis, budgeting support, forecasting, and trend analysis** to support strategic workforce and cost decisions.
- Translate payroll and cost data into **clear, actionable insights** for senior management.

Year-End & Statutory Matters

- Manage **payroll year-end activities**, including local Forms, tax reconciliations, and statutory submissions.
- Ensure accurate reporting for audits, tax filings, and regulatory requirements.

Requirements

Experience & Qualifications

- **4–6+ years of payroll experience**, preferably within a **Shared Services or multi-entity**

environment.

- Demonstrated experience supporting **regional or global payroll operations.**
- Hands-on experience with **global payroll systems implementation or coordination.**
- Proven ability to manage **external payroll vendors** and cross-border payroll processes.
- Bachelor's degree in **Human Resources, Accounting, Finance, or a related discipline.**

Technical & Analytical Skills

- Advanced proficiency in **Excel** (Pivot Tables, VLOOKUP/XLOOKUP, data analysis).
- Experience with **Power BI or similar reporting tools** is highly desirable.
- Strong knowledge of **enterprise-grade HRIS and payroll systems.**
- Solid understanding of payroll accounting, cost-centre allocation, and financial modelling.

Personal Attributes

- Highly meticulous with strong attention to detail.
- Analytical thinker who proactively identifies trends, risks, and improvement opportunities.
- Strong communicator capable of presenting complex payroll and cost data to **corporate and regional stakeholders.**
- Comfortable operating in a **fast-paced, evolving, multi-country environment.**