

# Global Payroll Manager

## About DHI

DHI is a global and independent company dedicated to working on challenges within the fields of water and environment and sustainability. Within these fields, we provide a wide range of advisory, digital advisory, research and water governance services as well as providing leading edge MIKE technologies and products to the market. At DHI, we are constantly looking for passionate and talented people who are eager to join our team.

By joining DHI, you will not only become part of a dynamic and collaborative global team of experts; you will be empowered to innovate, engage and grow in your area of expertise. DHI is committed to disseminate our knowledge effectively and across our worldwide network of offices.

## 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**.