

Operating in close association with Harrow School, London, the Harrow family of schools in Asia have similar ethos and high standards. Set on a spacious, garden site in one of the world's most diverse and dynamic cities, we are Harrow's original school in Asia and are thriving, with a roll of almost 1,600 (20% of the Upper School are boarders) progressive approaches to learning, a strong commitment to service and outstanding academic results.

Senior Payroll Officer

The school is looking for a Senior Payroll Officer who will report to the HR Manager. The successful applicant will co-ordinate with and provide assistance to HR and Finance staff to ensure the efficient operations of the payroll and other related functions. The successful candidate will be proficient in: data entry management, reporting skills, compensation and wage structure, benefits administration, compensation and employment law with excellent financial skills, an eye for detail and a high degree of integrity.

Main Duties and Responsibilities

- Maintain payroll information.
- Update payroll records.
- Communicate all payroll information to outsourced Payroll Company Cloud force.
- Prepare reports.
- Balance the payroll accounts by resolving payroll discrepancies.
- Maintain all Loan repayments schedules and reports.
- Provide payroll information by answering questions and requests.
- Maintain, review and improve payroll policies and procedures by writing and updating as necessary.
- Oversee and support with related Staff Benefits/Processes, (e.g. Provident Fund, Banking)
- Comply with Thai Labour law and all legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed action.
- Maintain employee confidence and protect payroll operations by keeping information confidential

Other Duties

- As detailed in full job description

Qualifications and personal qualities

- Bachelor's degree or equivalent (Accounting/Finance Graduate)
- Experience and in-depth knowledge of payroll calculation and processing
- Knowledge of Thai tax law, Labour law; Double taxation and Saving Fund Regulations
- Proficiency in relevant payroll and accounting software
- Attention to detail and accuracy
- Strong ability to plan, organise, schedule and meet deadlines
- Excellent communication skills in English
- Problem analysis and problem-solving skills
- Ability to work well both independently and in a team
- Highly organised with capacity for speed and accuracy in work output
- Excellent interpersonal skills, flexible, positive attitude and a great team worker

Harrow International School recruitment and selection procedures reflect our commitment to the safety and protection of children. Candidates will be expected to comply with our school child protection and safeguarding policy.

Application deadline **15th March 2017** (early submission of applications are encouraged)

Please complete the application form and submit it along with your CV and an introductory letter directly to

Harrow Bangkok at hr.recruitment@harrowschool.ac.th