

Kotak Mahindra Bank Careers For Freshers - Payroll Manager/Job Seeker

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: IND

Date posted

February 17, 2024

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Valid through

31.08.2024

Base Salary

USD 15 - USD 29

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Qualifications

Graduate

Employment Type

Full-time

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Description

Kotak Mahindra Bank Careers For Freshers

As our Payroll Manager, you'll play a crucial role in ensuring the smooth and accurate processing of salaries and other benefits for our valued employees across India. You'll lead a team of payroll professionals, ensuring compliance with all statutory regulations and internal policies. You'll be the go-to person for all payroll-related queries, and your expertise will contribute significantly to employee satisfaction and morale.

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Responsibilities:

- Oversee the entire payroll processing cycle, including data entry, verification, calculation, and timely disbursement of salaries.
- Ensure compliance with all relevant labor laws, income tax regulations, and internal policies.
- Manage and motivate a team of payroll professionals, providing guidance, training, and performance feedback.
- Conduct regular audits and reviews to identify and address any discrepancies or potential risks.
- Stay updated on changes in payroll legislation and best practices, implementing improvements to optimize efficiency and accuracy.
- Maintain strong relationships with internal stakeholders, including HR, finance, and legal teams.
- Prepare reports and analysis on payroll metrics and trends, providing insights for informed decision-making.

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Infosys Careers

Skills & Qualifications:

- Bachelor's degree in Accounting, Finance, or related field.
- Minimum 5 years of experience in payroll management, preferably within the banking or financial services industry.
- Strong knowledge of Indian labor laws, income tax regulations, and payroll accounting practices.
- Proficient in MS Office Suite, ERP systems like SAP HCM, and payroll software packages.
- Excellent analytical, problem-solving, and communication skills.
- Ability to work independently and as part of a team, demonstrating strong leadership and time management skills.

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