

## JOB DESCRIPTION

<b>Position title:</b>	Payroll Executive
<b>Reports to:</b>	HR & Admin Manager, WWF Singapore
<b>Supervises:</b>	NA
<b>Location:</b>	WWF Singapore
<b>Date:</b>	September 2018

### I. Mission of the Department:

To ensure a high performing WWF office with efficient operating systems, professional and skilled staff, and strong financial resources. WWF Singapore's focus is on delivering corporate responsibility partnerships, individual/ major donor fundraising and community engagement for WWF's priority conservation activities in Singapore and the rest of WWF's global network.

### II. Major Functions:

This role will oversee the integration and implementation of the new HRIS system from third party vendor to be in house together with HR team under the guidance of HR Manager.

This role will then process, administer and manage the whole spectrum of organization payroll including the e-leave system by using the designated payroll software with accuracy and efficiency once the said HRIS is ready to launch. This role will be responsible for simultaneously managing the payroll file including tax and all statutory contribution as governed by Singapore law.

### III. Major Duties and Responsibilities:

- Be the contact person for all matters related to the implementation of new HRIS and Payroll system including all payroll data migration from our third party vendor.
- Be the person in charge in assisting HR Manager to liaise with vendor and IT department, and other related party for the said implementation.
- Collaborate with finance department to ensure reports / data from HRIS can flow directly through to our accounting system.
- Complies with all statutory requirements by studying existing and new regulation
  - enforcing adherence to requirements; advising management on needed actions.
- Administer monthly payroll processing for all employees and protects payroll operations by keeping information confidential.
- Administer, co-ordinate with operations and lead for calculation of working day proration and commission payment for our fundraisers and tele-marketers including verification of OT payment and entitlements for payroll.
- Participate in all required audit that related into compensation and benefit.
- CPF online submission
- CPF e-application for maternity leave, childcare leave claim etc.
- Prepare the new payment schedule for employee who is newly joined.
- Prepare the final payment schedule for employee who is leaving the organization.
- Responsible to maintain and ensure the staff master data such as address, marriage status, remuneration, etc, are always kept up to date and accurate
- Monthly NS-pay e-claim for make-up pay claims
- E-Submission to IRAS for foreign employee who is leaving the organization (IR21)
- E-Submission to IRAS for all employee yearly (IR8A) and other all tax related issues.
- Prepare monthly payroll journal, finance and headcount report.

- Administer the monthly key-in of the payroll data into the finance system
- Co-ordinate closely with finance department for MOM such as credit wages, levy and bank related transaction.
- Participate in MOMs and other survey related to salary benchmarking and market data.
- E-leave system administration and accrual reports in accordance to existing policy.
- Working closely with colleagues in WWF Singapore and the wider WWF Network

#### **IV. Profile:**

- A Diploma/ University Degree in a relevant discipline.
- At least 3-4 years working experience specialized in full spectrum of payroll.
- Excellent communication skills in both written and spoken English  
Ability to work proactively and effectively with various stakeholders
- Ability to operate independently and with limited supervision
- Passionate about conservation