

BMICH

JOIN OUR TEAM

FINANCE EXECUTIVE (PAYROLL)

We are seeking a skilled and motivated Finance Executive to join our team. The successful candidate will play a critical role in ensuring timely and accurate financial reporting. You will work closely with other departments to provide key financial information and support our overall business objectives. If you have a passion for finance and a desire to contribute to the growth of our organization, we encourage you to apply for this exciting opportunity.

Responsibilities

- Prepare/ process monthly payroll, Overtime, Incentives, gratuity and all other staff related expenses
- Make sure that the payroll related transactions are posted to the system.
- Making provision for incentives / leave encashment and gratuity.
- prepare/ process loans and other recoveries.
- Timely preparation and submission of statutory reports and payments.
- Provide timely information to the Head of division.
- Supervise / Assist / support / train and guide the staff members on all relevant matters.
- Keeping data backups.
- Coordinate and communicate timely and accurate manner in performing duties when needed with relevant stakeholders.
- Any other duty/duties assigned time to time by superiors and or any other duties that deemed necessary to perform the assigned duties smoothly.

Qualifications and Requirements

- Fully qualified in AAT or Completed Business level of CASL, CIMA and ACCA or Equating Qualification.
- Minimum of 3 years of experience in payroll is essential.
- Familiarity with relevant regulations and compliance standards.
- Excellent analytical skills with keen attention to detail.
- Strong written and verbal communication skills.
- Ability to work independently and as part of a team.

How to apply:

Interested candidates are invited to submit their resume, cover letter, and any relevant certifications to careers@bmich.com by 01st July 2024. Please mention "Finance Executive (Payroll)" in the subject line of your email.

BMICH is an equal opportunity employer. We value diversity and encourage candidates from all backgrounds to apply.

An attractive remuneration package with other fringe benefits will be offered to the right candidate.

Director General
BMICH

