

Foundation for Science Innovation and Development, IISc Bengaluru

Job Title:	Officer – Payroll	Job Category:	
Department/Group:	Finance	Posting Expires:	28-02-2025
Location:	Bengaluru	Travel Required:	No
Level/Salary Range:	FSID standard	Position Type:	Permanent
Job Code	FSID – 0046		

Job Description

Roles & Responsibilities:

- Coordinate with HR for all payroll inputs.
- Calculate and deduct appropriate amounts from payroll, including tax withholdings and other deductions.
- Process monthly Employee payroll & Consultants payout on time.
- Oversee internal payroll and accounting audits on an annual/quarterly basis.
- Reconciliation of payroll related general ledgers in coordination with Finance team
- Filing of quarterly TDS returns related to payroll and Issuance of Form16 & Form16A to Consultants.
- Employee Insurance Management – Providing inputs to Insurance company, endorsements for additions and deletions and information to Finance for accounting. Periodical reconciliations of insurance records.

Skills

- Strong leadership skills
- Strong communication skills
- Strong problem-solving skills

Desired Candidate Profile

- Bachelors/master's degree in accounting/finance
- 10+ years of experience in payroll, accounting or human resources for a corporation.
- Experience in Payroll Service industry preferred
- Excellent in MS Office and Communication skills
- Experience with GreytHR payroll software preferred
- Ability to maintain privacy and confidentiality
- Thorough knowledge of Indian Income Tax Rules and guidelines
- Thorough knowledge of statutory compliances – EPF/ESI/PT/Labour Act etc.

Interested candidates are requested to submit their updated CV along with the Job Code as a subject line to hr.sid@fsid-iisc.in, before 28th Feb 2025