

TMF Group in Vietnam is currently looking for an Associate to join its HR & Payroll Services Team.

Job Position: Associate – HR & Payroll Services

[Vietnam, Ho Chi Minh City] - Full Time

Job Purpose:

This job holder will be part of client delivery team in providing payroll processing and support to our HR & Payroll clients. This position will be responsible for the full cycle of payroll processing to ensure daily deliverables of excellent services to a portfolio of clients.

Key Responsibilities:

- Direct file handler involved in the full cycle of payroll processing such as undertaking payroll calculation, performing payroll reconciliation and reporting.
- Ensuring that employee changes are entered correctly and made on timely basis, reviewing changes for proper registration with relevant authorities like social insurance authority, labor department, tax department.
- Monitor the processing checklist and calendars, maintaining precise documentation, providing data/report for respective statutory filling within the stipulated deadlines.

We help global companies expand and invest seamlessly across international borders. Our expert accountants, corporate secretarial and HR and payroll professionals are located around the world, enabling clients to operate their corporate structures, finance vehicles and investment funds in different geographical locations.

With operations in more than 80 countries providing outsourced compliance services, TMF Group is the global expert that understands local needs.



Key Responsibilities (continued):

- Examine client(s)'s payroll advice for completeness and clarify with client(s) if in doubt and upload data in system for processing.
- Check payroll reports against payroll advice and clients' checklist before sending over to client for verification.
- Assist in annual year-end tax finalization. To generate tax finalization form for clients and to provide resolution to any related queries.
- Maintain proper filling and documentation of all relevant documents (Payroll advice, reports and correspondence pertaining to client(s) payroll).

Key Requirements:

- Possess min 1 year working experience in payroll, preferably in an outsourcing environment.
- Client focused and customer sensitive service behavior.
- Possesses a strong sense of responsibility, positive disposition, initiative, high integrity and able to work under strict deadlines.
- Good interpersonal skills, team player, yet able to work independently in a fast-paced environment.
- Good command of spoken and written English skills.

**Global reach,
Local knowledge**
Operating in more than 80 countries across EMEA, Asia Pacific and the Americas.

**Compliance.
Regulation.
Transparency.
Support.**



Working at TMF Group offers:

- **Learning opportunities:** you will work with highly experienced colleagues who are ready to share their knowledge, and will receive the opportunity to work on diverse and complex client requests. You will also be able to apply for and be supported for training.
- **Value-driven work environment:** you can expect integrity and respect from all your colleagues and your leadership team.
- **Teamwork:** an environment where we learn from our mistakes and work together to improve our processes continuously. A no-blame culture where teamwork is important, valued and lived daily.
- **Ambition:** we are a growing company in which we constantly look for the next opportunity and where all ideas are welcome.

How to Apply?

If you wish to apply, please submit your cv and motivational letter to apac.career@tmf-group.com

