



YOU'VE GOT
Talent.

amesto
Global

Global Payroll Specialist

📍 Spain (Barcelona), Hybrid

ABOUT US AND THE POSITION

Amesto Global is a partner led boutique firm offering bespoke solutions to companies expanding both domestically and internationally. We are client focused and embrace technology in all aspects of our work practices. We work hard to automate our processes as much as possible to deliver timely information to our clients.

We are seeking a skilled and experienced *Global Payroll Specialist* to join our dynamic team. The successful candidate will be responsible for managing multi-country payroll processing and providing HR administrative support across various locations, predominantly in Europe and North America. The role requires a detail-oriented individual with strong analytical skills, knowledge of payroll regulations across multiple countries, and proficiency in HR administrative tasks where applicable.

KEY RESPONSIBILITIES

1. Compliance and Regulatory Oversight:

- Stay abreast of changes in labor laws, tax regulations, and other relevant compliance requirements in the countries of operation.
- Ensure payroll and HR processes align with legal and regulatory standards in each jurisdiction.
- Assisting in expansion of client entities in various countries.

2. Collaboration and Communication:

- Participate in internal audits and ensure adherence to company policies and procedures.
- Maintain strong relationships with clients, providing expert advice and support.
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3. Multi-Country Payroll Processing:

- Manage end-to-end payroll processing for clients across multiple countries.
- Ensure compliance with local tax regulations and employment laws in each country.
- Partner with local payroll service providers and internal stakeholders to facilitate and ensure accurate and timely payroll runs.
- Manage all payroll deadlines and monthly payroll tasks.

4. Technology and HR Administration:

- Oversee and assist with HR administrative tasks along with local payroll partner.
- Maintain internal client records ensuring data accuracy and confidentiality.
- Manage profile on internal payroll portal ensuring timely responses and ticket resolutions.

5. Ad hoc:

- Consistent focus and involvement in driving efficiencies and operational improvements.
- Support with special projects related payroll where required.
- Collaboration with accounting team to ensure accurate month, quarter, and year-end reconciliations.
- Continuous updating of procedures relating to function.

QUALIFICATIONS, SKILLS & REQUIREMENTS

- 3-5 Year's proven experience in payroll. Experience in multi-country payroll environment will be an advantage.
- Experience in managing payrolls in Spain is a plus.
- Strong analytical and problem-solving skills.
- Strong attention to detail and accuracy.
- Excellent communication and interpersonal skills.
- High level of discretion and ability to handle sensitive information with confidentiality.
- Ability to work independently and as part of a team.
- Ability to manage multiple priorities and deadline effectively.
- Certifications in payroll or HR (e.g., CPP, FPC, PHR, SPHR) will be a plus.
- An excellent command of English.

WHAT WE OFFER

- We have a flexible policy on starting times. Overtime may be required at certain periods. We pride ourselves on fostering team unity while working closely with management and fellow employees to nurture trust and build rapport with our clients.
- An opportunity to work with a diverse portfolio spanning different industries and international locations.
- Salary is negotiable based on experience.
- Benefits package and hybrid working available.

APPLICATION DETAILS

If you are excited about this position, please submit your resume and a cover letter detailing your relevant experience and why you are a suitable candidate for this position to **Nicole Hinrichsen** at:

nicole.hinrichsen@amesto.com

For more information on Amesto Global, visit us at: <https://www.amesto.global>

WORK somewhere
AWESOME!

