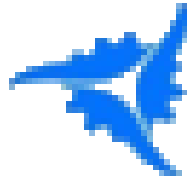


Payroll Associate

Phone :
Web :



GENSER
ENERGY

Job Summary

Vacancy :
Deadline : Oct 20, 2025
Published : Oct 15, 2025
Employment Status : Full Time
Experience : 3 - <5 Years
Salary :
Gender : Any
Career Level : Mid Level
Qualification : Bachelor's degree

Job Description

Subsidiary: Genser Energy Ghana Limited (GEGE)

Division / Department: Payroll Associate

Location: Corporate Office, Accra, Ghana (West Africa)

Designation Level: Sectional Head

Reports Directly to: Senior Human Resources Associate

OBJECTIVE: The Payroll Associate is responsible for ensuring the accurate and timely processing of payroll while maintaining full compliance with statutory requirements. In addition, the role oversees the effective tracking, validation, and reconciliation of employee expenses, ensuring adherence to company policies and budgetary controls. The Associate will also contribute to continuous improvements in payroll and expense tracking operations to enhance accuracy, efficiency, and employee satisfaction.

KEY RESPONSIBILITIES:

PAYROLL:

• **Payroll Processing**

- Support the end-to-end payroll cycle, ensuring accuracy in salary calculations, statutory deductions, and benefits administration.
- Perform monthly payroll reconciliations and address discrepancies promptly.
- Ensure compliance with Ghanaian payroll laws, statutory deductions (PAYE, SSNIT, TIER 2 and 3) and other statutory requirements.
- Assist in maintaining payroll systems (SAP and Sage) and generate reports using advanced Excel functions
- Handle queries from employees regarding payslips, deductions, and other payroll-related matters in a professional and timely manner.
- Contribute to process improvements aimed at enhancing payroll efficiency and compliance.
- Protect the confidentiality of employee information in line with data protection regulations.
- Support payroll audits and prepare necessary documentation for internal and external stakeholders.

• **Expense Tracking**

- Administer employee expense claims, ensuring accurate input, validation, and approval in line with company policy.
- Monitor and track all expense reimbursements through designated expense tracking software, ensuring timely payments.
- Reconcile monthly expense reports against supporting documentation and company budgets to prevent errors or policy breaches.
- Identify irregularities or non-compliant claims, escalating issues to management as needed.
- Collaborate with Finance to align expense tracking with payroll disbursements for seamless reporting and reconciliation.
- Prepare regular expense summaries and analytics to provide insights into employee spending trends and budget utilization
- Support process improvements in expense tracking systems, enhancing transparency, accountability, and cost control.

BUDGETING

- Support with the preparation and monitoring of payroll related budget items.
- Assist in reconciling payroll costs with departmental budgets and forecasts

ORGANIZATIONAL DEVELOPMENT

- Provide guidance and support on assigned payroll or expense related tasks.
- Contribute to continuous learning and process documentation within the function

QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, Business Administration, and Economics.
- Master's degree is a plus.
- Multicultural experience is a plus.
- Proficiency in French is a plus.

KNOWLEDGE & EXPERIENCE:

- A minimum of 4+ years of experience in a similar role, preferably in the Oil & Gas industry, Energy, Manufacturing or Banking.
- Proficient in Microsoft Office Suite (Excel, PowerPoint, Word).
- Proficiency with payroll and expense tracking software (e.g., SAP, Sage, Concur) is mandatory.
- Advanced skills in MS Excel (formulas, pivot tables, lookups, and data analysis)
- Strong knowledge of Ghanaian labor, tax, and social security laws.
- Strong numerical and analytical ability with high attention to detail.
- Ability to meet deadlines and work effectively under pressure.

COMPETENCIES:

- Proactivity: Ability to identify complex technical challenges and develop effective solutions in various situations.
- Technical Issue Management: Ability to address technical issues in a fast-paced, evolving business environment.
- Effective Communication: Ability to communicate clearly and consistently.
- Diligent Project Management: Ability to manage multiple projects and deliver results on time.
- Efficiency Focus: Ability to navigate complexities and enhance efficiency through the effective use of technology.
- Organizational Skills: Strong planning, organizational, and time management abilities, with experience coordinating activities across diverse disciplines.

APPLICATION LINK: <https://shorturl.at/jTrlv>

Deadline not specified

Education & Experience

Must Have

Educational Requirements

Bachelor's degree

Compensation & Other Benefits
