**JOB DESCRIPTION**

**Job Title :** Sr. Payroll & Statutory Executive

**Industry:** Manufacturing / FMCG

**Department:** HR Dept

**Total No. Experience:** 5-6 Years

**Qualification** : Graduate

**Job Location: Mumbai - HO**

**Roles and Responsibilities**

* Maintains payroll information by collecting, calculating, and entering attendance data.
* Resolves payroll discrepancies/grievances by collecting and analysing information.
* Generation of Monthly PF /ESIC/ PT Challan.
* Updation of new joinee details in PF/ESIC portal to generate UAN and IP.
* Full and final settlement
* Updation of leave attendance, LWP etc
* Salary slip generation and distribution
* KYC Updating of all employees.
* Maintaining of Employee records, salary masters preparation of payroll dashboard.
* Visits to statutory offices like PF, ESIC
* Calculation of Gratuity, Bonus, Leave encashment, etc.

**Desired Candidate Profile** :

Candidate with experience of Payroll & Statutory compliance consulting firm will be preferred.