

Benefits and Payroll Administrator

Sompo International Holdings Ltd. (Sompo International) is a global specialty provider of property and casualty insurance and reinsurance. Sompo International companies are wholly owned subsidiaries of Sompo Holdings, Inc., whose core business encompasses one of the largest property and casualty insurance groups in the Japanese domestic market.

Through our operating subsidiaries, Sompo International underwrites agriculture, professional lines, property, aviation, marine and energy, financial and political risks and casualty and other specialty and catastrophe lines of insurance and reinsurance. Headquartered in Bermuda, we currently also have offices in the United States, the United Kingdom, Continental Europe, Latin America, the Middle East, and Asia.

Sompo International is a company driven by its core values, a carrier that holds promise, trust, and the commitment to protect at the center of everything we do. We recognize that our success is derived directly from those who matter most: our people. Our culture is defined by a commitment to integrity, teamwork, agility, execution, and excellence; and we strive to create exceptional value for our clients and shareholders and maintain Sompo International as a desirable place to work.

We are seeking a Benefits and Payroll Administrator for our London, UK office. The Benefits and Payroll Administrator will be responsible for the day-to-day administration of the EMEA & APAC payroll and benefits function. This position will report to the AVP, International Benefits & Payroll Manager.

Responsibilities include:

Payroll

- Onboarding of new hires and ensuring payroll data is received for monthly submissions (employee details, relevant tax documents, work permits, etc.)
- Entering data into ADP Freedom/iHCM2 for the UK. This process involves collecting payroll data from various sources and processing new hires, leavers, season ticket loans, pension salary sacrifice, cycle to work, SMP/SPP/ShPP, etc.
- Preparing monthly flexi-forms for payroll submission for the international locations
- Liaising with ADP partners to successfully deliver the monthly payrolls within set deadlines
- Working with finance on monthly payroll funding and provision of data for G/L entries
- Reconciling and processing tax and other statutory payments' invoices
- Answering employee payroll-related queries, researching, and resolving issues, and partnering with appropriate senior team members on escalated situations
- Identifying, investigating, and resolving discrepancies in employee documentation, other records, and Workday
- Maintaining the accuracy of payroll data in Workday
- Coordinating payroll-related wire payments with finance
- Preparing routine/ad-hoc payroll reports
- Assisting with year-end payroll processes and reporting requirements
- Assisting with audits and finance queries

Benefits

- Managing day-to-day administration of benefit programs and liaising with benefit brokers, insurers, and other benefit providers

- Performing benefit-related tasks for new hires/leavers and benefit changes; tracking benefit enrolment changes in Workday
- Assisting employees with benefit questions, enrolment, claims, eligibility
- Providing plan education to employees
- Assisting the Benefits and Payroll team with annual calendar events including renewals, year-end holiday balances, benefit in kind cost calculations, etc.
- Coordinating with the HRIS team to ensure benefit rates are accurate in Workday
- Producing monthly pension reconciliations and submitting online pension data to the pension provider
- Ensuring Company intranet is updated with appropriate plan documents, forms, etc.
- Reconciling and processing global benefit invoices
- Working with Finance to process season ticket loans & cycle to work invoices

Desired Skills & Experience:

The candidate needs to:

- Minimum 2 years' payroll administration experience; international HR/Benefits administration will also be highly regarded
- Strong computer technical skills with Microsoft Office products, particularly Excel (VLOOKUP, pivot table, formulas)
- Experience with Workday or similar HRIS
- Experience with ADP Freedom, ADP iHCM2, ADP Streamline or similar cloud-based payroll software
- Ability to use sound judgement and maintain confidentiality of sensitive information
- Strong attention to detail with a high degree of accuracy; excellent follow-up/follow-through skills
- Highly organized, with strong ability to multi-task, meet deadlines and focus on priorities
- Strong numeracy, written and verbal communication skills and ability to effectively communicate with employees and various stakeholders (internal & external)
- Ability to work independently and as part of a team
- Ability to work under pressure and meet tight deadlines

Sompo International offers a competitive compensation and benefits package commensurate with experience.

Sompo International is an equal opportunity employer committed to a diverse workforce.

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