

Are you looking for your next opportunity?

Sompo International has a unique opportunity for a **Payroll Manager, EMEA**, in our **Human Resources** team in our **Zurich** office.

We are seeking a Payroll Manager, EMEA that will be responsible for managing the end-to-end processing for multiple countries within the EMEA region, ensuring the accuracy and timeliness of payments. This position will report to the AVP, International Benefits & Payroll Manager.

Location: This position will be based out of our **Zurich office**. We strive for collaboration which is why we offer a work environment where our employees thrive and develop long lasting careers.

Our business, your impact, our opportunity:

What you'll be doing:

- Manage the end-to-end payroll process for the Company, which currently includes 700 employees in UK, Switzerland, Germany, France, Luxembourg, Spain, and Italy.
- Ensure compliance with country-specific payroll regulations, tax laws, and social security requirements for each jurisdiction.
- Coordinate data integration between Workday and payroll vendor, ensuring data accuracy and consistency.
- Identify, investigate, and resolve discrepancies in employee documentation, other records, and Workday.
- Review and reconcile payroll outputs, including payslips, tax filings, and social security contributions.
- Handle payroll-related escalated inquiries and issues from employees across different countries.
- Stay updated with changes in payroll legislation and compliance requirements for each country within the EMEA region.
- Coordinate the monthly payroll funding and provision of data for general ledger entries.
- Provide guidance and support to HR and Finance teams regarding payroll processes, compliance, and reporting.
- Approve final payroll for funding and SOX control requirements.
- Manage year-end payroll processes, including the production of annual tax statements and compliance reports for each country.
- Conduct periodic payroll audits to ensure data accuracy, identify discrepancies, and resolve any payroll-related issues.
- Liaise with internal/external auditors and tax authorities for payroll-related audits, compliance checks, HR SOX audits, and other reporting requirements.
- Stay updated with industry best practices and emerging trends in EMEA payroll management.
- Assess processes for areas to achieve improvements and streamline and/or automate manual tasks.
- Lead the testing of payroll-related enhancements, integrations, and implementations.
- Participate in other HR projects and lead payroll-related projects, as needed.
- Manage a small payroll team, focusing on support of the team's responsibilities and staff development.

What you'll bring:

- Proven experience as an EMEA Payroll Manager or similar role, with a focus on managing payroll across multiple countries within the region.
- In-depth knowledge of EMEA payroll legislation, tax regulations, and compliance requirements for various countries.
- Strong understanding of statutory deductions, tax rates, social security requirements, and benefit regulations in EMEA countries.

- Experience working with payroll vendors and managing relationships.
- Proficiency in using HRIS and payroll software for end-to-end payroll processing.
- Excellent attention to detail and accuracy in processing complex payroll scenarios across different countries.
- Strong analytical and problem-solving skills to handle complex payroll calculations and reconciliations.
- Excellent organizational and time management skills to manage multiple payrolls with competing deadlines, including attention to unresolved matters for follow-up/follow-through.
- Ability to work under pressure and meet tight deadlines.
- Strong communication and interpersonal skills to effectively address employee inquiries and concerns related to payroll.
- Understanding of data protection regulations and confidentiality requirements in handling employee information.
- Strong computer technical skills with Microsoft Office products, particularly Excel (e.g., VLOOKUP, pivot tables, and various calculation formulas).
- Ability to work independently, and also collaboratively, in a team environment.
- Continuous learning mindset to stay updated with changes in EMEA payroll regulations and best practices.
- Ability to adapt to changing payroll requirements across different countries within the EMEA region.
- Certification or professional qualification in payroll or a related field is advantageous.
- Multi-lingual in European languages is advantageous.

Our Benefits

We continuously evaluate and update our benefit programs to ensure that our plans meet the needs of our employees and their dependents. Below are a few highlights of our inclusive benefit programs:

- Expansive Health & Wellness Benefits
- Generous Retirement & Savings Plans
- Global Parental Leave

In today's world, what do we stand for?

Ethics and integrity are the foundation of delivering on our commitment to you. We believe that core values drive success, and that when relationships are held in the highest regard, there is nothing that cannot be accomplished.

At Sompo International, our ring is more than a logo, it is a symbol of our promise. Click [here](#) to learn more about life at Sompo.

Sompo International is an equal opportunity employer and we intentionally value inclusion and diversity. Above all, we want you to work in an environment that respects everyone's unique contributions – we are passionately committed to equal opportunities. We do not discriminate based on race, color, religion, sex orientation, national origin, or age.

About Us

Sompo International Holdings Ltd. (Sompo International) is a specialty provider of property and casualty insurance and reinsurance, established in March 2017 as the result of the acquisition of Endurance Specialty Holdings Ltd. by Sompo Holdings Ltd. (Sompo).



Sompo's core business encompasses one of the largest property and casualty insurance groups in the Japanese domestic market. In addition, Sompo is engaged in the provision of insurance services as well as other related services through its global network of businesses operating in 32 countries around the world.

Sompo International is the international operation and a wholly owned subsidiary of Sompo, which trades on the Tokyo Stock Exchange. Through our operating subsidiaries, Sompo International underwrites agriculture, professional lines, property, marine and energy, and casualty and other specialty lines of insurance and catastrophe, property, casualty, professional lines, weather risk and specialty lines of reinsurance.

As a leading global provider of insurance and reinsurance, we recognize that our success is derived directly from those who matter most: our people. Sompo International's headquarters are in Bermuda and we currently have offices in the U.S., U.K., Continental Europe, and Asia. At Sompo International, a shared commitment to integrity, teamwork, agility, execution, and excellence define our culture, and we strive to create exceptional value for our clients and shareholders and maintain Sompo International as a desirable place to work.

To learn more about Sompo International visit our website at www.sompo-intl.com