

CooperVision is one of the world's leading soft contact lens manufacturers, producing a full range of daily disposable, biweekly and monthly contact lenses. The American-owned multinational company is unique in the world with the widest product portfolio in the contact lens market, in about 130 countries. The Hungarian subsidiary, CooperVision CL Kft., was founded in Gyál in 2005 and employs more than 1,500 workers. We are currently looking for a colleague for the following position:

PAYROLL CONTROLLER

Key responsibilities:

- Delivering accurate, timely and compliant payroll for aspects of the payroll cycle liaising with HR and Finance teams and ensure country procedures are followed.
- Prepare, Manage and process the Hungary payroll against the agreed schedule. (HR: new starter, leave, change, Finance: ADP/Nexon comparison and comparison and validation of systems data)
- Owning, managing, and resolving client (point of contact to ADP/Nexon – this is meant “client”) escalations, seeking help and advice where needed.
- Implement and test changes required in the Payroll Application.
- Raise Issue tickets with Payroll Vendor and manage them to resolution. (when there is change in payroll issue ticket to both ADP/Nexon – e.g one off payment recognition – ticket to payment vendor)
- Manage the relationship with Payroll Vendor’s to ensure accurate and timely delivery of payroll.
- Working with the HR and Finance teams to enhance and develop processes and procedures.
- Follow up the filing of year end returns within Hungary.
- Ensure payroll is compliant including performing scheduled self-audit and SOX tests on payroll related processes.
- Assist with accounting functions in preparation, distribution and reporting of payroll ensuring compliance with all applicable regulations.
- Assist with reconciliations on all accounts to the general ledger and investigates variances.
- Assist with the preparation of the monthly/quarterly payroll journals.
- Carrying out duties specified by Finance.
- Managing payroll and other related accruals.
- Preparing Headcount reports.
- Creating payroll reconciliations.
- Supporting payroll accounting.
- FTE/HC and payroll planning, including BUD and FCST.
- Creating reports for the external and internal audits.
- Participating in other ad-hoc payroll/HR related business analysis and processes.

Requirements:

- Ideally have a formal qualification in Payroll at a Practitioner level
- Experience working in a Payroll function in an organisation of similar scale and / or complexity.
- Significant knowledge and use of Payroll systems, including ADP and Nexon
- Up to date knowledge of relevant employment and Payroll legislation, European directives and codes of practice and their implications in the workplace, including tax year-end procedures
- Excellent verbal and written command of English, any other language knowledge is an asset
- Problem solving and multi-tasking skills
- Proven track record of strong organizational skills
- Time management skills and the ability to prioritise individual workload within set Payroll processing timescales.
- Proactive, good change management skills



What we offer:

- Stable, reliable company background, dynamically growing company
- Mobile phone, laptop
- Friendly and stimulating work atmosphere
- Modern working environment
- Complex, varied tasks, training and development opportunities
- Life insurance
- Health care programs
- Support for going to work, company bus from Budapest (20-minute journey time)

Location: Gyál, ProLogis logisztikai park