

Payroll Consultant

Company Overview:

Established in 2010 and headquartered in Singapore, BIPO is a trusted provider of payroll and people solutions in **over 170 global markets**.

Our comprehensive HR offerings include **Human Capital Management solutions, Global Payroll Outsourcing, and Employer of Record services**, powered by our award-winning HR Management System and Athena BI (Business Intelligence) platform.

At BIPO, we deliver customised services and scalable tech-enabled solutions that automate processes, simplify workflows, and generate actionable insights.

Responsibilities:

- Collect and validate payroll data and instructions from clients.
- Process monthly payroll calculations accurately and on time.
- Ensure compliance with Indonesian labor laws, tax regulations, and company policies.
- Prepare and file monthly personal income tax (PPH 21) reports.
- Respond to client inquiries and provide solutions related to payroll matters.
- Generate payroll reports and summaries for client review.
- Coordinate with internal departments (BPJS, finance, HR) as needed.
- Maintain confidentiality and secure handling of employee data.
- Support audits and ensure proper documentation of payroll records.

Requirements:

- Bachelor's degree in Accounting.
- Fresh graduates are welcome; experience in payroll is a plus.
- Strong numerical and analytical skills.
- Detail-oriented and organized with the ability to meet deadlines.
- Proficient in Microsoft Excel.
- Strong communication and interpersonal skills.
- Understanding of Indonesian payroll regulations and tax reporting (preferred).
- At least 1 year of experience in payroll processing.
- Familiarity with HRIS or payroll software systems.

Work Environment:

- Fast-paced, client-focused environment.
- Collaboration with HR and tax teams.
- Requires high accountability and accuracy.

Useful links

- Website: www.biposervice.com
- Facebook: <https://www.facebook.com/biposvc>
- LinkedIn: <https://www.linkedin.com/company/bipo-svc/>

To apply for this role, please contact career.id@biposervice.com.