



## Job Description – HR Officer (Compensation and Benefit)

**Job title:** HR Officer (Compensation and Benefit)

**Work Location:** Bmobile SI HQ – Honiara

**Division/Department:** Human Resources and Administration

**Reports to:** Human Resources Manager

- Full-time  
 Part-time

### **Essential Duties and Responsibilities:**

Reporting to the Human Resources Manager, the role of the HR Officer (Compensation and Benefit) is to support the Human Resources and Administration Department in achieving the desired results in all HR functions including the new employee orientation. Handle front-line employee inquiries, implementation of HR initiatives and practices, maximise staffing resources and performance and promote a positive organisational culture. Responsibilities also includes producing an accurate payroll, maintain company payroll records in an accurate and confidential manner, provide accurate reporting in relation to compensation and benefit related issues, prepare and report on month end and year end processing functions and provide assistance and support on key department activities, initiatives and projects.

### **Duties and Responsibilities includes:**

- Preparation of all staff payroll and timely disbursement of salaries or other employee benefits according by ensuring leave and timesheet tracking for updating any payroll changes accurately and timely.
- Ensure the completion of all key fortnightly payroll functions and procedures.
- Provide advice to staff and managers in relation to pay, taxation and insurance.
- Ensure manual and electronic records are accurately maintained and updated regularly.
- Under the direction of the HR Manager, to be responsible for the compilation and submission of salary related matters.
- Prepare letter of merit increase to staff of any changes in pay.
- Under the direction of the HR Manager, prepare contract for new employees and prepare addendums, contract renewal and extensions for existing employees.
- Provide the Human Resources Manager and Country Manager with regular updates on relevant compensation and benefit issues.
- Liaise with Payroll Software Client Support on system related problems.
- Ensure that key payroll functions comply with relevant statutory and legislative requirements including timely processing of PAYE, HCC Basic Rates and SINPF contributions payment.
- Perform reconciliation of payroll in accordance with month end and year end requirements.
- Perform the reconciliation and remittance of payroll tax and deductions on a monthly and yearly basis.
- Conduct appropriate induction procedures for newly hired employee.
- Maintain records in accordance with statutory requirements.
- Participate in weekly Human Resources and Administration Department Meetings.
- Maintain personal competence in using the payroll system through internal and external training.
- Treat all compensation, benefit and human resources related activities with strictest confidence.
- Provide advice, assistance and support with key human resources processes and activities.
- Maintain leave entitlement summary on a weekly basis.
- Administer benefits programs such as medical/insurance reimbursement, annual leave, sick leave, bereavement leave, leave of absence, and employee assistance.
- Responsible for document supports to internal and external Auditors.
- Assist with personnel administration, records management and staff development.
- Comply with all WH&S policies and procedures.
- Other duties directed from the Human Resources Manager from time to time.

**Education and/or Work Experience Requirements:**

- Diploma or Bachelor's Degree in HR Management, Business Administration, Accounting or related field;
- Knowledge of accountancy principles and procedures.
- Minimum of 2 – 3 years' experience in performing payroll and/or administration function.

**Required Outputs, Personal Attribute and/or Physical Requirements:**

- Proven track record with demonstrable skill set.
- Excellent analytical, strong communication skills, problem solving and negotiation skills
- Good personal presentation.
- Well versed with the SI Employment and Labour Laws
- Ability to maintain a high level of confidentiality.
- Computer Literate. Knowledge of HRIS and Attaché Payroll Software will be an added bonus.

**BENEFITS**

Competitive remuneration in line with experience and qualifications. All applications will be treated with the strictest confidence.

Bmobile is an Equal Opportunity Employer. Please direct all applications to;

Email address: [jobs@bmobile.com.sb](mailto:jobs@bmobile.com.sb)

**Or**

Drop off your application at our Head Office, located Grand Plaza (Top floor), Town Ground

Addressed to:

Manager – Human Resources  
Bmobile Solomon Islands Limited  
PO Box 2134  
Honiara Solomon Islands

**Label: Position Name**

**Closing Date:** 23 October , 2020

***Applications will be assessed as they are received. New graduates are encouraged to apply. Only shortlisted applications will be contacted.***