

Job Advert Details

Some careers have more impact than others.

If you are looking for a role where you can continue to make an impression, take the next step at HSBC where your contributions will always be valued.

Human Resources leads the implementation of the Group's people strategy in line with business objectives. It facilitates talent management, succession planning and employee mobility while defining and overseeing frameworks that support employee performance management, reward, learning and development, resourcing and engagement.

We are currently seeking an experienced professional to join our team in the role HR Operations Officer – Fixed Term Contract.

Principal Responsibilities

- Ensure that payroll and staff benefits are made within the policies and accurate application of taxes, statutory payments, etc.
- Ensure the estimates are passed in a timely manner and P&L is managed to reflect the correct cost items/lines.
- Maintain and update data in the payroll systems & coordinate with relevant stakeholders to ensure that accurate data received for other financial activities.
- Ensure the regulatory & vendor payments for Sri Lanka & Maldives are made without any delays.
- Ensure that the payroll related entries are accurately mapped in the profit and loss account.
- Staff contribution to be accurately calculated and reconciled monthly.
- Ensure all reconciliations are performed timely and reported in the respective forums.
- Provide accurate Management Information in a presentable format.
- Take ownership of new projects and follow through.
- Ensure all transaction are compliant with regulatory and Group requirements to protect the Bank from financial, operational, and reputational loss.

Requirements

- Ability to manage/monitor end to end operation and projects independently.
- Strong working knowledge and experience in MS excel.
- Sound analytical skills with an eye attention to detail.
- Sound experience in handling customer queries either internal or external.
- Ability to manage Stakeholder and Third parties with a solution driven approach.
- Excellent interpersonal skills and ability to communicate effectively.

A Fixed Term Contract of 12 months will be offered.

When applying, please submit a full resume.

You'll achieve more at HSBC.

HSBC is committed to building a culture where all employees are valued, respected and opinions count. We take pride in providing a workplace that fosters continuous professional development, flexible working, and opportunities to grow within an inclusive and diverse environment. Personal data held by the Bank relating to employment applications will be used in accordance with our Privacy Statement, which is available on our website.