

VACANCY

Republic Bank (Suriname) N.V. has a tradition of excellence in Customer Satisfaction, Employee Engagement and Social Responsibility. With this goal in mind, our Human Resources Department is looking for an enthusiastic, driven and goal oriented

HUMAN RESOURCES CLERK

Objective:

Providing strong HR specific and general administrative support to the Manager Human Resources and the Human Resources department in the provision of payroll and clerical duties.

Key responsibilities:

- Administers the monthly payment of staff salaries/allowances for all categories of staff – BAO, Clerical/Non-clerical by the specified pay date and processes all related entries in accordance with the Bank's standards/statutory requirements.
- Ensures all payroll transactions are processed efficiently and accurately and employees are paid the correct entitlements.
- Administers all staff Benefits i.e pension, insurances etc. Administers the quarterly payment and Tax wages for Board members.
- Calculates and processes retroactive payments, collective bargaining increases and merit pay.
- Ensures adherence with all statutory requirements, CLA and procedural aspects.
- Review and analyses payroll data and reports for accuracy and resolve discrepancies to ensure accurate posting to payroll records.
- Remitting payroll taxes and AOV monthly and submits the monthly tax form in compliance with government regulations before the required date.
- Ensures yearly (year-end) Payroll statements are delivered to staff and the tax department within the legally compliance date.
- Support staff in the departments in payroll related duties. Ensures that the payroll Admin Assistant can act as back up for certain payroll related duties in case of absence.
- Processing of information in PeopleSoft on daily and monthly base.
- Processing of pension, costs and premium payment before the end of the month.
- Generating and timely distributing of management information (Headcount info, Absence Mgt, overtime, etc)
- Maintenance and adequate filing of payroll files and records, including all correspondence and forms.
- Ensures that payments of Union dues, Tax and AOV are remitted by all categories of staff by the monthly set deadlines.
- Calculation of employment termination payments
- Prepare Final settlements for employees who are resigning and or retiring
- Calculating of the wage tax and AOV of Board members on a quarterly base and pensioners on a monthly base.
- Ensures that Board members, pensioners and staff on secondment receive the correct compensation timely.
- Monthly processing pension for all retired employees before 18th of the month. Conducting monthly deduction of the pension contribution. Keeps an administration of all pension contributions withheld as well as all contributions transferred to the pension fund.
- Keep track of staff to retired and staff anniversaries
- Ensures that all accounts under the control of the payroll administration are balanced monthly.
- Compiling summaries and preparing reports (e.g pension contribution, productivity index, statistics) for management and several and submits these before the set deadline
- Delivers relevant training sessions to the entire network and resolves queries expeditiously
- Liaise with external partners like HRIS Support and the pension fund
- Liaises with Clerical Officers/Managers re queries pertaining to the usage of PeopleSoft, understanding the pay slips, compensation and benefits, overtime or leave balances. Refers staff to the appropriate HR staff members for specific or complex questions or information.
- Yearly processing of employee year end reports (Payroll statement, Tax card, Wage statement, Collective wage statement), pension year-end Tax reports (Payroll statement, Tax card, Wage statement, Collective wage statement) and Board members year-end reports (Payroll statement, Tax card, Wage statement, Collective wage statement)
- Prepare employers declarations.
- Delivers relevant training sessions to the entire network and resolves queries expeditiously.
- Ensures that all accounts under the control of the payroll administration are balanced monthly.
- Assist in the organizing/coordination of special events where the HR Department is expected to lead.

General Qualifications/ Experience:

- Minimum of High school diploma required
- 3 years in a human resources background would be an asset
- Knowledge of Tax and Labour Law
- Knowledge of Suriname Pension Act
- Sound proficiency in typing and business software applications
- General knowledge of the Bank's Systems and Procedures
- Knowledge of the Bank's computer operating system
- Knowledge of the Bank's Ethics and Operating principles

Critical Skills

- Good grasp of both Dutch and English language with very good verbal and written communication skills
- Excellent interpersonal skills
- Ability to multi-task and work with little or no supervision
- Good Presentational, Organizational, Results Orientation and Customer Focused skills
- Ability to meet tight deadlines
- Attention to details
- Work well under pressure

Applications must be scanned along with a copy of your resume and submitted via e-mail to:
RBSR-HRS@republicbanksr.com by April 3, 2025