

Position Specification

Payroll Supervisor



Location: Riyadh - HQ

Reports to: Accounting Manager

Direct Reports:

- TBC

Qiddiya will be the Kingdom of Saudi Arabia's pre-eminent entertainment destination.

Backed by the Saudi Public Investment Fund (PIF), Qiddiya will provide a range of entertainment, sporting and cultural facilities, and will be built 40km from downtown Riyadh. It will cover a total area of 334 km², with Phase 1 expected to be launched in 2022.

Qiddiya is formed of three distinct entities:

Qiddiya Holding Company (QHC): A wholly owned subsidiary of PIF, this holding company is responsible for maintaining and managing all Qiddiya investments and for the overall development and expansion of the Qiddiya brand.

Qiddiya Development Company (QDC): Provides full development and execution services for QHC's investments and portfolio companies.

Qiddiya Operating Company (QOC): Responsible for the ownership and day-to-day operations of all individual portfolio companies.

Position Summary

The Payroll Supervisor will be accountable for all aspects of design and delivery of the payroll system, policies and procedures in line with the wider Qiddiya finance and HR policies. They will be a business partner to both the HR and Finance department allowing for the efficient transaction processes whilst maintaining confidentiality and adherence to SLAs.

Over time, with the growth of the company, this individual will be responsible for identification of talent and growth of the team.

As key member of the Finance team, they will be a visible and proactive leader with a drive to deliver the best in class service to internal stakeholders.

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Payroll Supervisor



Key Responsibilities

Responsibilities include:

- Design and deliver the payroll policies and procedures
- Implement best-in-class Service Level Agreements in parity with the wider Finance and HR policies and procedures
- Maintain confidentiality at all times
- Identify skills and efficiency gaps within the payroll function
- Design team structure to best satisfy the demands of the business to delivery a timely and the efficient service
- Balances payroll accounts by auditing information; identifying and resolving discrepancies; initiating journal entries.
- Meets payroll financial standards by providing annual budget information; monitoring expenditures; identifying variances; implementing corrective actions.
- Partner with General Accountants to resolve bank reconciliation and payroll reconciliation issues.
- Partner with HR to arrange annual GOSI audit including approval of engagement letter, custom payroll reports as requested by auditors, gather/organize data/reports/schedules needed for audit

Required Skills & Experience

- Experience in Finance / Audit firm, large multi-cultural organization or start-up environment
- Bachelor's Degree in Accounting or Finance
- 5+ years of experience in Payroll position for similar organization/s

Personal Characteristics for Success

- High degree of flexibility and organization skills to accommodate a fast-paced, deadline-driven, and service oriented environment
- Strong eye for detail to maintain accurate and efficient records and systems
- High degree of the English communications skills, both written and verbal