

Accounts Executive (Payroll)

Aliases: Accountant, Bookkeeper, Account Representative, Payroll Executive, HR Specialist (Payroll)

Industry/Sector(s): BFSI

JOB DESCRIPTION ¹

The tasks an Accounts Executive (Payroll) is expected to perform include:

- Maintaining and updating records related to salaries payable
- Preparing salary advices
- Filing and recordkeeping

WORK ENVIRONMENT ^{3, 4, 5}

- It is a desk job
- May need to handle a team
- Travelling is not a part of this job role
- Part-time jobs are available
- Work from home option is not available

Working hours

- Organizations usually work for 5/6 days a week and 8/9 hours everyday. This may vary from organization to organization
- Shift system is available

Is the job suitable for a candidate with special needs?

This job is suitable for candidates with One Arm (OA), One Leg (OL), One Leg and One Arm (OLA) and those who have Low Vision (LV)

This may vary from organization to organization

EDUCATIONAL QUALIFICATIONS AND TRAINING ¹

- Preferably, graduation in Commerce/allied subjects or diploma in commercial practice
- Certified training for Accounts Executive (Payroll) (programme aligned to BSC/Q 1201 released by BFSI Sector Skill Council of India)

KEY COMPETENCIES ¹

- Knowledge of key salary components like basic, HRA (House Rent Allowance), travelling allowance, etc.
- Adept at maintaining employee records
- In-depth knowledge of accounting principles
- Knowledge of computer programmes like MS Excel, MS Word, Tally, etc.
- In-depth knowledge of financial concepts like calculation of interest, VAT, service tax, statutory deductions from salary, etc.

DESIRABLE COMPETENCIES ¹

- Preferably training offered by respective financial institutions
- Ability to multitask
- Highly motivated and self-driven
- Good analytical skills
- Good communication skills
- Problem-solving skills

AVAILABLE SKILL TRAINING AND LEARNING INSTITUTES

- Indian Institute of Banking and Finance
<http://www.iibf.org.in/>
- National Academy of Indian Payroll
<http://naip.in/training.php>
- The Institute of Professional Accountants
<http://tipa.in/>

AVAILABLE SKILL TRAINING SCHEMES/SCHOLARSHIPS

For scholarship and schemes, use further links like:

- <https://scholarships.gov.in/>
- <http://pmkvyofficial.org/ExploreSectorSkillCouncilDetail.aspx?SSC=OA%3d%3d>

SAMPLE OF TRAINING AND LEARNING COURSES

<http://www.naip.in/qualifications.php>

CAREER PROGRESSION PATH⁶

Payroll Manager



Senior Payroll Executive



Taxation Executive



Accounts Executive (Payroll)



Junior Accountant

The progression is indicative

EXPECTED EARNINGS²

•For candidates with 2 to 5 years of experience - Rs 20,000 to Rs 29,000 per month

These figures are indicative and subject to change

REQUIRED WORK EXPERIENCE¹

Generally, relevant work experience required

PROBABLE EMPLOYERS^{2, 3, 4}

- Banks
- Insurance companies
- Payroll management companies

KEYWORDS

- Accountant
- Bookkeeper
- Account Representative
- Payroll Executive
- HR Specialist (Payroll)

OCCUPATIONAL CODES AND STANDARDS

Standard	Code	Description
NCO 2015	4313.0101	Accounts Executive (Payroll)
ISCO 2008	4313	Payroll Clerks
NIC 2008	69201	Accounting, bookkeeping and auditing activities
QP Reference	BSC / Q 1201	Accounts Executive (Payroll)
NSQF	4	Not available

REFERENCES

1	www.nsdcindia.org/sites/default/files/files/Accounts_Executive_Payroll.pdf
2	http://www.naukri.com/job-listings-Payroll-Executive-Balaji-Telefilms-Ltd--Mumbai-2-to-5-years-090516007776?src=jobsearchDesk&sid=14674534532402&xp=1
3	http://www.naukri.com/job-listings-Payroll-Executive-Megasoft-Solutions-India-Pvt-Ltd--Gurgaon-Delhi-NCR-National-Capital-Region--2-to-5-years-010716005497?src=jobsearchDesk&sid=14674533578266&xp=3&qp=payroll%20executive,%20shift&srcPage=s
4	http://www.naukri.com/job-listings-Huge-Opening-for-the-Position-of-Payroll-Executive-with-an-Leading-MNC-Lordi-Systems-Staffing-Solutions-Pvt-Ltd-Bengaluru-Bangalore-1-to-4-years-020716000368?src=jobsearchDesk&sid=14674533578266&xp=1&qp=payroll%20executive,%20shift&srcPage=s
5	http://www.ccdisabilities.nic.in/page.php?s=reg&t=def&p=list_jobsNew
6	http://www.dget.nic.in/upload/uploadfiles/files/publication/Des-Div-4.pdf