

VACANCY

HR Liaison/Payroll Officer

Qualifications

- Bachelor's Degree in Human Resources, Business Administration with an HR focus, Accounting, or related field and minimum 3-5 years related experience.

Responsibilities

- Manage employee relations, performance management, recruitment oversight, benefits administration, and provide guidance and supervision to the HR and administrative support team.
- Serve as the primary contact for employee relations issues, guiding managers in handling disciplinary/grievance matters and ensure consistency and fairness in the application of HR policies and procedures.
- Act as the official HR Liaison with Group HR (G.A. Roe & Sons Ltd.), ensuring consistent communication and compliance with Group HR directives and standards.
- Manage the end to end bi-weekly payroll process, including calculation of salaries, overtime, deductions, allowances, and benefits and maintain accurate payroll records for each employee.
- Ensure prompt and accurate submission of monthly SSB and PAYE contributions.
- Manage year end payroll processes, including income tax form TD4 preparations and distribution.
- Promote positive employee relations and maintain open-door communication environment.

Knowledge & Skills

- Excellent verbal and written communication skills.
- Excellent interpersonal and presentation skills.
- Ability to maintain high level of confidentiality and exercise sound judgement.
- Excellent analytical, problem-solving, and decision making skills
- In-depth knowledge of HR & payroll principles, Belize Labor Laws, Social Security, and Income Tax Laws.
- Must be a strong team player, flexible, dependable, action oriented, and strategic.

Salary is negotiable based on qualifications and experience. Interested persons can send their applications along with three professional letters of reference (one from a most recent employer) with a copy of a Police Record/Receipt to:

vacancy@rfginsurancebelize.com no later than 27th October 2025

Place in subject: **HR LIAISON/PAYROLL OFFICER**