

Senior Global Payroll Specialist

Job Description



Making a difference



Who we are

We are an international law firm with a focus on private capital at the intersection of personal, family and business.

Our ability to understand people makes us who we are. We work together to build deep and trusted relationships that deliver meaningful value to our clients. We do this with empathy, attention, and clarity. No jargon, no attitude. We know what matters.



We are committed to running our business responsibly

We recognise that our long-term success as a responsible business depends on the health and resilience of our people, our clients, our communities, and our natural environment. We are working hard to ensure that we make a positive contribution for all our stakeholders.

As part of this, we are committed to developing an increasingly diverse, inclusive, and supportive workplace environment where everyone can bring their whole selves to work, feel valued, feel that they belong and can fulfil their potential.



We understand the benefits of hybrid working.

We adopt a hybrid working approach, working on a 60/40 split of working in the office and working remotely. This arrangement is non-contractual, dependent on requirements of the role and subject to manager approval.



What we value

Our values represent who we are as a Firm. They are designed to guide the way we think, behave, speak, collaborate, and do business. Please see our four core values below.



Collaborative
we pull together



Committed
we drive performance



Authentic
we stay grounded



Forward-looking
we look beyond

Senior Global Payroll Specialist

The HR Function

The HR function is split across several key areas: Business Partnering; Talent and Culture which includes, Diversity, Equity & Inclusion; Reward & Benefits; Services & Policy; and Organisational Learning & Development, all working collaboratively together and with the wider business to deliver the people aligned Firm strategy. Providing a trusted, high-quality service and delivery in line with our Firm values is key to the professional reputation of the function.

Role Purpose

Reporting to the Global Payroll Manager, the Senior Global Payroll Specialist will act as the Global Payroll Manager's deputy, supporting the delivery of accurate, compliant and timely payrolls across the UK, US and other international jurisdictions. The role sits within the HR Services & Policy team and works closely with Reward, Finance, Tax, external payroll providers and other key stakeholders. The role requires strong hands-on payroll processing experience, with particular emphasis on US multi-state payroll knowledge, alongside experience supporting international payroll operations.

The successful candidate will work closely with the Global Payroll Manager to ensure payroll processes, controls and documentation remain accurate, compliant and fit for purpose. They will play a key role in payroll projects, process improvements, global mobility activities and resolving complex payroll matters across multiple jurisdictions, acting as a trusted escalation point for complex payroll queries, provider issues and payroll control matters.

Roles and Responsibilities

Payroll Operations

- Support the Global Payroll Manager in the delivery of end-to-end payroll processing across multiple countries.
- Ensure all payrolls are processed accurately, on time and in accordance with local legislative requirements.
- Act as deputy for the Global Payroll Manager during periods of absence.
- Review payroll outputs, reconciliations and exception reports to identify and resolve issues.

- Support monthly, quarterly and year-end payroll activities.
- Manage and challenge payroll provider outputs, ensuring service levels, accuracy and deadlines are met. Act as an escalation point for complex payroll queries, ensuring issues are resolved accurately, sensitively and within agreed timescales.
- Ensure payroll input, approval and reconciliation controls are followed and appropriately evidenced.

US Payroll Expertise

- Provide subject matter expertise on US payroll processing and compliance requirements.
- Support payroll activities across federal, state and local tax jurisdictions, with demonstrable experience of US multi-state payroll processing.
- Assist with multi-state payroll complexities, including tax withholding, unemployment insurance and employee work location considerations.
- Support onboarding requirements including payroll tax setup, state registrations and payroll compliance obligations.
- Maintain awareness of changes to US payroll legislation and ensure processes remain compliant.

Compliance & Governance

- Ensure payroll processes comply with statutory, tax and employment legislation across all jurisdictions.
- Maintain and update payroll policies, procedures, and control documentation.
- Support audit requests and ensure payroll records and audit trails are maintained appropriately.
- Support payroll data integrity, ensuring changes to pay, benefits, deductions and working arrangements are accurately reflected in payroll systems.
- Review payroll controls and recommend improvements to reduce risk and improve efficiency.
- Comply with all relevant legal and regulatory obligations including the Solicitors Regulation Authority (SRA) Standards and Regulations, and Principles.

Global Mobility Support

- Support international assignments, relocations and cross-border working arrangements.
- Assist with payroll implications arising from employee mobility, including tax equalisation, shadow payrolls, split payrolls and social security considerations.
- Work closely with HR, Finance, Tax and external mobility providers to ensure payroll impacts are correctly managed.
- Identify payroll risks associated with international employee movements and recommend appropriate solutions.

Continuous Improvement

- Drive payroll process improvements and standardisation initiatives.
- Support implementation of new payroll systems, country rollouts and process enhancements.
- Develop reporting and metrics to improve payroll accuracy and operational performance.
- Assist with training and knowledge sharing within the payroll team.

Essential Skills and Experience

- Significant payroll experience within a multinational environment.
- Hands-on knowledge of US multi-state payroll processing and compliance.
- Experience managing payrolls across multiple countries.
- Understanding of federal, state and local US payroll tax requirements.
- Experience managing outsourced payroll provider relationships, including reviewing outputs, resolving escalations and ensuring service levels are met Strong understanding of payroll controls, reconciliations, data integrity and audit requirements.
- Experience documenting and maintaining payroll procedures.
- Knowledge of UK payroll legislation and statutory payments.

- Strong Excel and payroll systems skills. Experience working with HRIS-to-payroll data flows, payroll inputs, approval processes and system controls.
- Excellent problem-solving and analytical skills.

Desirable Knowledge & Experience

- Experience supporting global mobility programmes.
- Knowledge of shadow payrolls, tax equalisation and international assignment payrolls.
- Experience with ADP payroll platforms.
- Exposure to payroll implementations and transformation projects.
- Professional payroll qualification (CIPP or equivalent).
- Experience in a professional services, partnership or law firm environment.

Person Specification

- Plans and prioritises work effectively to deliver agreed outcomes on time.
- Ability to manage multiple priorities and work under pressure with excellent attention to detail.
- Builds trusted working relationships with a range of stakeholders to support collaboration, alignment and delivery.
- Commercial and compliance focussed in order to reduce risk and support accurate outcomes.
- Communicates clearly with stakeholders to resolve queries and keep payroll activity on track.
- Process improvement mindset to increase efficiency, accuracy and consistency.
- Collaborates with the payroll and wider HR team while taking ownership of allocated work.
- Handles sensitive payroll information with discretion, judgement and confidentiality.

Competencies

- Working together
- Inclusive
- Driving high standards
- Client-centric
- Integrity and respect
- Personal impact and growth
- Commercial mindset
- Responsible Business

Contact

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This job description is not rigid or exclusive and may be adjusted at any time in consultation with the Partners and/or Director of HR to meet the needs of the Firm or the post holder. There is constant review and adaptation to meet the changing needs of the Firm.

Please note in respect of our UK offices, any offer of employment will be conditional upon the successful candidate having the right to reside and work in the UK. In respect of the overseas offices any offer of employment will be subject to being able to obtain the relevant visa. Charles Russell Speechlys is committed to its effort to ensure there is no modern slavery or trafficking in their organisation or supply chain, details can be found on our Modern Slavery Statement. Charles Russell Speechlys is an equal opportunities employer. We respect and support diversity within our workforce.