

To apply, please email your resume and any additional information to careers@capdyn.com

Role: **Payroll Accountant (Lead) – Private Equity**

Location: **London (City)**

Work location: **Office Based (4 days per week)**

Contract Type: **Permanent**

About Capital Dynamics:

Capital Dynamics is an independent global asset management firm focusing on private assets, including Private equity (primaries, secondaries and direct investments) and Clean Energy.

Established in 1988, the Firm has extensive knowledge and experience developing solutions tailored to meet the exacting needs of a diverse and global client base of institutional and private wealth investors. Capital Dynamics oversees more than USD 15 billion in assets under management and advisement and employs approximately 150 professionals globally across 13 offices in Europe, North America, and Asia.

Capital Dynamics is a recognized industry leader in responsible investment, receiving top marks (Five Stars) from PRI across all categories and investment strategies, as well as achieving strong results in GRESB benchmarking for its clean energy strategy.

Finance Department:

The Capital Dynamics Finance team manage all elements of operational finance, reporting and regulatory reporting obligations. Further, the team provides oversight, controls and protection to safeguard the firm's interests and budgets while upholding the financial integrity of the business. The team also partners with the business and stakeholders to drive value creation and efficiencies within the wider organization, either directly or by enabling improved performance to support the firm's continued growth.

Role Purpose:

Capital Dynamics seeks to hire an experienced Payroll professional to join its Finance team in the London office. The Payroll Accountant will be responsible for the successful delivery of all global payroll processes and activities across North America, EMEA, and APAC regions.

The successful candidate, who must be a qualified accountant, will work closely with colleagues in the Finance & HR teams, as well as third-party vendors, to deliver an efficient and effective service to employees across a global remit. This is a hands-on role that will see you managing changes in the payroll process and coordinating delivery on a global scale.

The role requires an individual who excels at developing partnerships across a range of stakeholders, in order to manage local payroll processes and work collaboratively to resolve any potential issues. You will be comfortable working across different time zones and systems, and be happy in becoming the super user of these systems.

Key Responsibilities:

- Strong international payroll processing and administration experience, ideally within a global financial services organisation (though not essential).
- Experience managing or supporting payroll for the following countries is essential: the US and the UK.
- Understanding of payroll processes in one or more of the following locations is highly advantageous - Switzerland, Italy, France, Spain, Germany, Japan, Hong Kong, or South Korea.
- Working knowledge and understanding of UK Payroll processes (including auto-enrolment) and Benefits, i.e., Issuing P45s, P60s, and P11Ds; US - 401K and other insurance-related benefits.
- Knowledge of withholding tax, related tax filings, tax policy, and employment regulations relate to reporting in countries where this business operates.
- Basic understanding of accounting principles, the ability to understand the impact of payroll activity on financial statements, and the ability to collaborate with the Finance team to resolve issues as they arise.
- Supporting accounting and month-end reporting activities for both UK GAAP and US GAAP requirements, VAT and Tax reporting, and preparation of management accounts.
- Experience in managing third-party vendor relationships.
- Appetite to develop a broader understanding of payroll and benefits across jurisdictions.
- Must be proactive with a solutions-driven mindset.
- A strong thinker with an enquiring mind, prepared to challenge the status quo and comfortable working with a certain level of ambiguity.
- Ability to take initiative, originate action, and be responsible for the consequences of decisions made.

Essential Skills and Attributes:

- Bachelor's degree in Accounting, Finance, or Business Administration preferred, but not essential.
- Accountant qualification - ACCA / CIMA / ACA or equivalent.
- A minimum of 6 to 8 years of payroll experience; at least 3 years of international or global experience.
- Strong understanding of a variety of reward programs.
- Tech-savvy, with a strong understanding of the landscape of payroll systems and proficiency in advanced Microsoft Excel skills.
- Must be fluent in English and display excellent writing skills.

Highly desirable skills and attributes:

- Understanding of UK GAAP / US GAAP.
- Understanding of Management Accounting principles.
- Experience in VAT preparation and submissions, and Tax reporting.
- Understanding of statutory reporting obligations.

Diversity & Inclusion:

Capital Dynamics is an Equal Opportunity Employer and is committed to creating a global diverse workforce. We are a global company with 23 nationalities represented across our staff in 13 offices, spanning North America, Europe, the Middle East, and Asia. We believe diversity and inclusion (“D&I”) is key to being better at what we do, and our initiatives are designed to attract, develop, and advance talented individuals, regardless of race, sexual orientation, religion, age, gender, disability status or any other dimension of diversity. We welcome and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join Capital Dynamics.

Please inform our recruitment team if you have a disability, condition or difference that may require us to make any adjustments as part of your application process or during employment.