

YOU'VE GOT
talent.

Junior Global Payroll Specialist

📍 Barcelona (Spain) or Limerick (Ireland)

ABOUT US & THE POSITION

Amesto Global is a partner-led boutique firm providing tailored solutions to companies expanding both domestically and internationally across Europe and North America. We are committed to a client-focused approach and leverage technology in every aspect of our work. By automating processes wherever possible, we ensure the delivery of accurate, timely, and reliable information to our clients.

As part of our continued growth, we are offering an exciting opportunity to join our international payroll team in Barcelona as a *Junior Global Payroll Assistant*, supporting multi-country payroll operations with a primary focus on the UK and/or Ireland.

KEY RESPONSIBILITIES

Payroll Processing (UK/IE) – Under guidance & review

- Assist with monthly payroll cycle tasks: data preparation, gross-to-net checks, statutory deductions, and preparing draft outputs for review.
- Carry out routine validation checks (e.g., variances, control totals, net pay checks) and flag anomalies to the payroll lead.

Data & Compliance

- Collect and verify inputs (new starters/leavers, salary changes, benefits, leave/absence data) per SOPs.
- Apply tax code updates, student loans, and other statutory elements per system prompts/SOPs, escalating edge cases.
- Maintain awareness of UK PAYE/NIC/RTI and IE PAYE/USC/PRSI rules; follow documented procedures.

Pensions & Statutory Support

- Assist with auto-enrolment administration (enrolments, opt-ins/opt-outs, contribution checks) and prepare provider reports using templates.
- Prepare draft statutory submissions and reconciliations (e.g., UK RTI submissions; IE employer returns) for review and filing by the payroll lead.

Documentation & Controls

- Maintain accurate payroll records, trackers, and working files.
- Help create and update process notes, checklists, and templates as processes evolve.
- Support the team in keeping documentation organised and consistent.

Collaboration & Service

- Coordinate with internal colleagues, external providers, and client contacts with a professional, service-oriented approach.
- Triage queries within scope; escalate technical or advisory questions appropriately.

Exposure & Growth

- Gain exposure to additional countries across Europe and the Americas.
- Participate in multi-country initiatives (e.g., onboarding a new jurisdiction) in a supporting/shadowing capacity, moving to more ownership as you progress.



QUALIFICATIONS & SKILLS

- Ideally 1–2 years of payroll experience, preferably in UK or Ireland payroll.
- Knowledge of BrightPay or similar payroll software is a plus.
- An understanding of core payroll concepts (tax codes, statutory deductions, pensions, year-end obligations).
- Strong Excel skills and meticulous attention to detail when handling sensitive data.
- Excellent organizational and time management abilities to meet monthly deadlines.
- Highly proactive, with strong initiative, ownership, and eagerness to learn.
- Team-oriented, with strong collaboration skills and a positive, problem-solving mindset.
- Excellent command of English; Spanish or other European languages are a plus.

WHAT WE OFFER

- We are based in Barcelona/Limerick and have a flexible policy on start and finish times.
- We pride ourselves on fostering team unity, working closely with management and colleagues to build trust and strong relationships with our clients.
- An opportunity to work with a diverse portfolio spanning various industries and international locations.
- Competitive salary & benefits package; negotiable based on experience.
- Hybrid working model; two days per week working from home.
- Generous holiday entitlement.
- Start Date: Flexible

APPLICATION DETAILS

If you are interested in joining our team, please send your application letter and resume to us at:

agl-com-hr-talent@amesto.com

ADDITIONAL INFORMATION

At Amesto Global, we believe *'Life is Now. Work Somewhere Awesome'*. Our vision is to foster work-life balance for both our team and our clients, enabling everyone to focus on what truly matters, professionally and personally. Guided by our mission—Simplifying Business—we help clients streamline their operations so they can dedicate time to their core objectives.

Simplify Business. Simplify Life.

We are committed to building an inclusive workplace where every individual can grow and thrive. Our competitive compensation package includes base salary, performance-based bonus, and comprehensive benefits. At Amesto Global, you will join a forward-thinking, global team dedicated to excellence, collaborating on exciting projects for a diverse international client base while advancing your professional growth and career development.

Triple Bottom Line

Aligned with the overarching mission of the Amesto Group, we prioritize what is known as the *Triple Bottom Line: People, Planet, and Profit*. This concept is ingrained in all aspects of our business operations. We evaluate every project we take on with an emphasis on long-term social benefits and sustainable growth.

Equal Opportunity Employer

Amesto Global is an equal opportunity employer and is committed to creating a diverse, inclusive, and equitable workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, disability, or protected veteran status.

For more information on Amesto Global, visit us at:

www.amesto.global

