

Senior Executive – Payroll

Job type Full time, fixed term

Start date Earliest convenience

Apply by 13 August 2026

Salary We offer a highly competitive remuneration package which includes:

- Comprehensive private medical insurance
- Excellent Employee Provident Fund (EPF) savings contributions
- School places for staff children

Job Summary

The Executive - Payroll is responsible for managing payroll operations and administering employee compensation and benefits programs to ensure accuracy, compliance, and timely processing. The role supports salary review and bonus exercises, ensures statutory compliance, and provides payroll reporting and analysis to support business decisions. This position also oversees payroll and benefits administration to ensure consistency and regulatory compliance.

Job Description

At KTJ, we believe with a commitment to professional development, we offer opportunities for growth in a warm and welcoming student-centred environment. Join us and become part of a community that values creativity, embraces new ideas and encourages progressive thinking.

Key Duties

Payroll Management

- Manage and oversee the full spectrum of monthly payroll processing to ensure accuracy and timely payment.
- Ensure compliance with statutory requirements including EPF, SOCSO, EIS, PCB, HRDF and other regulatory obligations.
- Review payroll reports, reconciliations, and statutory submissions.
- Handle payroll-related audits, tax filings, and regulatory inspections.
- Maintain payroll records and ensure confidentiality of employee information.

Reporting and Analysis

- Prepare monthly payroll report, payroll cost analysis, headcount reports, attendance report supporting monthly payroll and manpower budgeting data.
- Provide insights and recommendations to management on payroll cost optimization.
- Ensure accurate payroll data reporting for internal and external stakeholders.

Process Improvement and Compliance

- Identify opportunities to improve payroll processes, automation, and controls.
- Ensure compliance with Employment Act and other labour regulations.
- To prepare standard operating procedures (SOP) for each significant tasks undertaken.

Stakeholder Management

- Act as the point of contact for payroll related inquiries from employees and management.
- Liaise with external vendors, auditors, tax agents, and statutory bodies.

Compensation and Benefits Administration

- Provide payroll related analysis when required by HR for any employee benefits programs including allowances and other benefits schemes.
- Support annual salary review, bonus, and incentive calculation processes.
- Monitor market trends and provide recommendations on compensation structure and benefits competitiveness.

Performance Management

- Provide payroll related analysis to HR during annual performance appraisal cycle
- Support the annual salary increment, bonus, and incentive review process by aligning performance outcomes to management for decision-making.
- Ensure proper documentation and compliance with company performance management policies.

Others

- Perform any other ad-hoc assignments and related duties as assigned by the superior from time to time.
- To undertake other reasonable duties at the request of the management.

Personal characteristics

- High level of integrity;
- Good understanding of Malaysian labour laws, the Employment Act 1955, EPF (KWSP), SOCSO, and PCB requirements is preferred;
- High levels of attention to details, high commitment to delivering assigned work on time (meeting agreed deadline);
- A medium level of IT competency, especially with Microsoft Excel and Word;
- Is a good team player, conscientious and willing to take on assignment when instructed;

- Displays enthusiasm and initiative – highly motivated and able to work with minimum supervision;
- Good people skills and ability to interact with a wide range of client staff and demands;
- A genuine interest in young people and their wellbeing;
- Affinity with the School's boarding ethos and with the values of Kolej Tuanku Ja'afar.

Recruitment Handbooks

[KTJ Recruitment Handbooks for Malaysian Staff](#)

[KTJ Recruitment Handbooks for International Staff](#)

About the School

KTJ is a thriving, not-for-profit international, day and boarding school set in the beautiful Malaysian countryside, an hour's drive south of Kuala Lumpur. The School was established in 1991 and caters to more than 1,000 students aged 3 to 19. The Primary School, which opened in 2013, follows the English National Curriculum in English and mathematics, alongside the International Primary Curriculum; while the Secondary School prepares students for IGCSEs and A Levels. KTJ Sixth Form students gain entry into top universities in the UK, US, Malaysia and around the world.

KTJ is a friendly and supportive environment for students and staff alike. More information on the School and conditions for teachers can be found in the attached documents or on the [vacancies page](#) of our website. On our website, you will also find a copy of the job description for a KTJ teacher.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to security vetting.

Make an application

Please submit a cover letter and a completed application form (available [here](#)), including contact details of three referees, one of whom should be your current employer, to the Human Resources Department, via: recruitment@ktj.edu.my.