

Pro-Pay NV – Payroll Officer (Junior or Senior)

Payroll Officer (Junior or Senior) – You ensure accurate payrolls and happy clients

Are you a recent graduate or do you already have payroll experience? Looking for a role where you can use your analytical and client-focused skills for international businesses? Then we have the perfect spot for you at Pro-Pay!

At Pro-Pay, you get the chance to grow, share knowledge, and make an impact — whether you're just starting out or already a seasoned payroll expert. **We're hiring both junior and senior profiles**, so read on!

About Pro-Pay

We're a Belgian payroll company specialized in salary administration and HR consulting for international clients. At Pro-Pay, everything revolves around **Excellence, Client-Focus, and Teamwork**. You'll join a close-knit team that works with and for people, in a warm culture where we work hard and laugh even harder.

What are your tasks as a Payroll Officer?

You'll manage your own client portfolio and handle the entire payroll process from A to Z – independently and without relying on an external payroll provider:

- You review and interpret client data in line with Belgian social legislation.
- You ensure correct and timely payroll processing: monthly wages, holiday pay, year-end bonuses, exit calculations, etc.
- You're the first point of contact for your clients regarding payroll and HR questions.
- You guarantee flawless administration and reporting.
- You work proactively and offer solution-oriented input to both clients and colleagues.

Are you a **senior profile**? Then we also count on you to:

- Contribute to process optimisation and Pro-Pay's future growth.
- Be a proud role model for junior colleagues – in both knowledge and attitude.

Are you a **junior profile**? We provide onboarding with hands-on training and coaching so you can grow into a true payroll expert.

Our ideal candidate

- You're fluent in English (C1) – the working language of most of our clients.
- You speak Dutch at minimum B1/B2 level – essential for smooth collaboration and team integration.
- You have a basic knowledge of French (at least A1/A2).
- You're accurate, service-minded and are very comfortable with numbers.
- You contribute actively to a warm, enthusiastic and supportive team.
- You thrive under deadlines and get energy from a healthy dose of work pressure.

As a **junior profile**:

- You have an initial experience in payroll or hard HR (e.g. payroll provider, social-legal context) – or you can show strong motivation and eagerness to learn the job.
- You're excited to grow through training, coaching, and learning by doing.

As a **senior profile**:

- You have 3 to 5 years of experience in payroll, ideally at a Belgian payroll provider.
- You're skilled in complex salary calculations and Belgian social legislation.
- You're excellent in Excel, administration, and accuracy.
- You have strong communication skills and a positive team mindset.
- You take pride in being an example for your junior colleagues – both in expertise and in attitude.

We offer you:

A competitive salary, adapted to your level of experience.

An attractive benefits package including:

- Company car + fuel card/charging card or mobility budget
- Group and hospitalisation insurance
- Meal vouchers and eco vouchers
- Expense allowance
- CLA90 bonus and flexible income plan (from Experienced Junior level)

Growth & development: in-depth training and clear career opportunities (both horizontal and vertical).

♂ Work-life balance & flexibility:

- Choose your work regime: shorter Fridays during the summer (38h + 5 ADV days) or 40h all year round (12 ADV days).
- Flexible working hours and hybrid work possibilities (multiple homeworking days per week after onboarding).

♥ A close-knit and welcoming legal team of 9 colleagues.

An open, horizontal communication culture with a touch of humour.

Pro-Pay proudly holds the **Happy Humans label** – proof of our genuine commitment to employee wellbeing.

Can't wait to join our team?

At Pro-Pay, we believe work should be enjoyable too. Does this sound like you? We'd love to hear from you!

<https://www.propay.be/nl/>