

Role Profile

Payroll Specialist

Location: Barcelona

Function/Department: HR

Reporting To: Business Manager

COGNITA

Building a strong culture for an evolving world

For our extraordinary community to fulfil our purpose, we rely on the strength of our culture. We thrive and our students thrive when we go forward together, progress by facing challenge, anticipate the future, and stay open to new ideas and ways of working.

Our Mindsets

Building a thriving culture isn't accidental – it's the result of intentional choices and actions we take every day. By living through our mindsets, we don't just shape the way we work – we build a culture that empowers us to drive purpose and create change so we can grow, succeed and make a lasting impact.

We go together

We are stronger together, as one global schools system and operate with our collective goals in mind. We show up for one another, collaborate widely and share generously.

We believe we can

We are driven and passionate about what we do. Determined learners, we progress fast by facing challenges and empowering others to do the same. We take ownership of our responsibilities and always believe there is a way.

We stay ahead

We embrace change to stay ahead, whilst maintaining high-standards and best practice. We anticipate the future, not afraid to do things differently so that both our students and our business thrive today and tomorrow.

We share a growth mindset

We always consider the needs and perspectives of others. We are open to new ideas and ways of working, connecting to wider perspectives wherever possible.

Role overview

What you'll be doing

The Payroll Specialist ensures accurate and timely payroll processing for employees in Spain, working closely with our external payroll provider (Atisa). This role focuses on compliance, data validation, and vendor coordination, supporting HR and Finance teams to deliver a seamless payroll experience.

Role purpose

To manage the payroll process through effective coordination with the external provider, ensuring compliance with Spanish labor law and internal policies.

Key responsibilities

- Act as the primary liaison between the company and external payroll provider.
 - Collect, validate, and transmit monthly payroll data (hires, terminations, salary changes, absences).
 - Review payroll reports for accuracy and compliance before approval.
 - Ensure correct handling of sick leaves and incidencias in coordination with HR and payroll provider.
 - Prepare and maintain documentation for audits, tax filings, and Social Security obligations.
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What you will be doing

- Coordinate monthly payroll cycle with Atisa, ensuring deadlines are met.
 - Validate employee data changes and ensure compliance with Spanish labor law.
 - Handle employee payroll queries and escalate to provider when necessary.
 - Support HR and Finance with payroll-related reporting and reconciliations.
 - Participate in process improvements and system updates.
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Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

What you'll bring

Essential	Desirable
Skills <ul style="list-style-type: none">• Attention to detail and accuracy• Strong organizational and communication skills• Ability to manage deadlines and multiple stakeholders	Skills <ul style="list-style-type: none">• Knowledge of HRIS systems and process improvement initiatives.• Vendor management• Process improvement and analytical capabilities
Qualifications <ul style="list-style-type: none">• Degree in Labor Relations, HR, Finance, or similar• Fluent in Spanish; English proficiency preferred.	Qualifications <ul style="list-style-type: none">• Additional certifications in payroll or labor law
Experience <ul style="list-style-type: none">• 3–5 years of experience in payroll management in Spain• Strong knowledge of Spanish labor law, IRPF, and Social Security	Experience <ul style="list-style-type: none">• Experience managing external payroll providers• Knowledge of HRIS systems

Key Stakeholders you'll be working with

- Internal: HR teams across schools, Finance department and employees
- External: external payroll provider

To be signed and dated by employee:

Signed:

Name (print):

Date:

Discover
purpose,
create change

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