

Philippine Department of Tourism – London

 August 2, 2022

**HUMAN RESOURCE/ACCOUNTING FIRM FOR THE PREPARATION/MAINTENANCE OF PDOT PAYROLL SYSTEM BASE ON UK HMRC**

We are looking for an individual to help us prepare documents in relations to UK HMRC with the following terms and conditions:

**TERMS OF REFERENCE**

* Prepare monthly payroll for PDOT Local Hire/ employee for 12 months every end of the month
* Submission of monthly payroll report to HMRC via RTI and pension upload to PDOT pension provider
* Consolidate all applicable fees and provide system to reflect all required employer-employee payment components as required by UK Employment Law under HMRC
* Ensure updated billing/ invoice and report as needed to facilitate on-schedule payment to HMRC
* Preparation of an annual P11 (d) Return and timely submission to HMRC
* **Deadline for application submission is on August 12, 2022**