



# Human Resource Services

KPMG in Bulgaria

[kpmg.com/bg](https://kpmg.com/bg)







Whether you have 1 or 2000 employees  
Whether you need an integrated full-scope HR service or assistance only in a particular area  
Whether you need us only to advise or perform the tasks on your behalf

**KPMG in Bulgaria has the knowledge, experience and proven track record to be your trusted provider in handling HR matters and assisting you in attracting competent and skilled professionals, ensuring that the local compliance obligations are met, and helping you establish and maintain your employer of choice image.**

**As part of our core services, we offer a wide-ranging packaged HR service as well as a tailored approach covering only certain employment aspects.**

KPMG is a global network of professional services firms providing Audit, Tax and Advisory services. We operate in 155 countries and have 174,000 people working in member firms around the world. The independent member firms of the KPMG network are affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. Each KPMG firm is a legally distinct and separate entity and describes itself as such.

KPMG in Bulgaria was established in 1992 and is currently one of the leading professional services firms providing Audit, Tax, Legal and Advisory services on the Bulgarian market. Presently, it has over 300 dedicated professionals and three offices in Sofia, Varna and Burgas.

# How KPMG can support you

*We work in partnership with our clients to understand their business drivers, culture and values, enabling us to provide a tailored solution. Our professional team has extensive experience in assisting clients from various industries with:*

## Recruitment Services

- Selection of top, senior and middle management, technical and expert positions
- Utilising a database of over 40 000 CVs
- Applying in-depth knowledge of local labour market and workforce trends

## Outplacement Services

- Advice and assistance in reorganisations and transitions
- Retrenchment planning and assessment
- Support and individual career consulting to departing employees
- Advice on sustaining the organisation's image

## Payroll Services

- Payroll in different working schemes and remuneration structures
- Remuneration and benefits
- Statutory and management reporting
- Employee hotline
- Liaison with authorities with respect to payroll issues
- Advice on personal income tax and social security matters

## HR Administration

- Administration of all employment documents and contracts
- Maintenance and update of employee files and registers
- On-site visits to manage HR matters and employee inquiries

## Employment Legal Advisory

- Employment contracts
- Regulatory compliance
- Employer policies and procedures
- HR Compliance Quick Scan reviews
- Tailored training for employers
- Assistance during labour authorities audits
- Assistance in restructurings and retrenchment

## Global Mobility Services

- Tax and legal advice on secondments/ assignments
- Visa, work permits and residence procedures for EU/non-EU nationals
- Tax returns preparation and issuance of tax and social security certificates

## Contact us

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