

# Payroll Executive

January 2023

Trident Trust is a leading independent provider of corporate, trust and fund services to the financial services sector worldwide, employing over 900 staff across a global footprint that spans Africa, the Americas, Asia, the Caribbean, Europe and the Middle East. We are seeking to recruit a payroll executive to join our rapidly expanding 70-strong Malta office, which offers excellent career growth opportunities in an internationally focused environment. Client focused and service oriented, we only employ individuals who are professionally minded, committed and able to demonstrate good interpersonal skills.

## The Role

The successful candidate will be responsible for both internal and client payroll processing, and will work closely with the HR and corporate accounting teams.

## Duties

- Managing and calculating the monthly payroll for the company's employees in line with local legislation and statutory requirements as well as internal policies (including yearly allowances with respect to COLA and other allowances)
- Managing and calculating, together with the corporate accounting team, client payroll accounts, and liaising with the client on related matters as required
- Handling monthly and yearly submissions such as FS5s, FS3s and FS7s
- Prompt handling of payroll-related queries for employees and management
- Liaising with the relevant authorities as required (CfR, Social Security Department, etc.)
- Preparing and issuing payroll-related reports as required by management and local authorities
- Working closely with the HR team on internal payroll matters as well as assisting with general HR administration tasks

## Qualifications and Skills

- A minimum of two (2) years' experience in a payroll processing role
- Must be highly organised, meticulous and methodical, with the ability to work under pressure
- Must be a team player and have excellent communication skills
- Fluency in English, both written and verbal
- Comfortable working independently

- An understanding of strict confidentiality is paramount for this role

## Training

On-the-job training will be provided.

## Remuneration

- Salary commensurate with experience and qualifications
- The successful candidate will benefit from an excellent career growth opportunity working with a multi-jurisdictional player in the financial services sector

## Applications

Applications will be treated in the strictest of confidence and should include a full C.V. Please submit applications by email to the hiring manager at [careersmalta@tridenttrust.com](mailto:careersmalta@tridenttrust.com).