

**Position: Supervising Senior Payroll Officer | TR/1017/SSPO**

**Location: Nicosia**

**Job Summary:**

This position will play a pivotal role to support and deliver a timely and accurate Payroll service to a wide range of clients. The Officer will ensure all activity is supported and delivered within defined policy, legislation frameworks and agreed service levels and will handle complex enquiries.

**Key Responsibilities:**

- Manage compensation packages using payroll software
- Prepare and submit reports with payroll information to the manager
- Investigate and resolve any discrepancies in payroll
- Review of calculations unemployment and severance payments
- Deal with complaints and questions regarding payroll from employees and upper management
- Review of calculation of bonuses and commission when appropriate
- Manage and calculate taxes and deductions
- Perform other job-related duties as necessary

**Qualifications:**

- Bachelor's degree in Accounting/ Finance/ Economics or any other related field from a reputable university
- Minimum 3-4 years of related experience
- Good communication skills
- Offer excellent client service
- Highly motivated
- Excellent report writing skills
- Excellent written, interpersonal, and presentation skills
- Familiarity with general accounting principles
- Computer savvy with working knowledge of relevant payroll software (e.g Cycom)
- Excellent knowledge of Income Tax, Special Defense Tax, Social Insurance, Collection and Verification of taxes Law
- Able to study and understand the laws related to the direct and indirect taxation of Cyprus

**Applications:**

All applications will be treated with the strictest confidentiality. Interested applicants should forward their CV's no later than the 5<sup>th</sup> of November to [hr@treppides.com](mailto:hr@treppides.com) quoting the reference number: **TR/1017/SSPO**

For further information please contact:

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