

Position: Payroll Officer | TR/0618/PO

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:

- End to end processing of company's payrolls (weekly, fortnightly and/or monthly) for final review for the Manager
- Communication with clients to get the information needed for preparation of payroll
- Updating and maintaining payroll records
- Maintaining leave, sickness and overtime reports
- Interpreting awards/agreements and contracts in relation to overtime and other allowances
- Payroll reporting to meet statutory obligations.
- Calculation and processing of termination payments.
- Processing increases and calculation of back pays.
- Assisting Payroll Manager with month end consolidation and with reconciliation and payment of payroll and group tax
- Reconciling payroll accounts
- Monthly VIES reporting
- Quarterly VAT reporting
- Registrations to social insurance department
- Submission of income tax returns (IR1)
- Submission of employer's return (IR7)
- Preparation of the Certificate (IR63)

Qualifications:

- Minimum 1-2 years of related experience
- Holder of LCCI higher
- Good knowledge of Cyprus employment legislation will be considered as an advantage
- Excellent use, both oral and written, of Greek and English languages
- IT literate
- Previous experience using Cycom or any other payroll software will be considered as an advantage

Applications:

All applications will be treated with the strictest confidentiality. Interested applicants should forward their CV's no later than the 13th of July to hr@treppides.com quoting the reference number: **TR/0618/PO**

For further information please contact:

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