

Position Payroll Officer I TR/1018/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
- Assisting the Payroll Manager with consolidation, reconciliation and payment of payroll and group tax at the end of each month
- Registrations to social insurance department
- Submission of income tax returns (IR1)
- Submission of employer's return (IR7)
- Preparation of the Certificate (IR63)

Qualifications:

- Holder of LCCI higher
- Good knowledge of Cyprus employment legislation will be considered as an advantage
- Any related experience will be considered as an advantage
- Excellent use of the Greek and the English languages both oral and written
- Good Knowledge of Microsoft Office
- Previous experience using Pocket 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 to hr@treppides.com quoting the reference number: **TR/1018/PO**

For further information please contact:

HR Department | Tel: +357 22 678 944

Treppides Tower, 9 Kafkasou Street, Aglantzia, CY-2112, Nicosia, Cyprus