

JOB DESCRIPTION ASSISTANT MANAGER - PAYROLL

Department : Finance

Reports to : Director - Financial Controller

Main Objectives of the Job:

Reporting to the Director - Financial Controller, the Assistant Manager Payroll is responsible for accurate and timely processing of payroll runs and related administration, ensuring compliance with statutory legislation, regulations, collective agreements and Finance & HR policies. This role partners closely with the Finance and HR departments to maintain accurate employee records, manage payroll runs and systems, and resolve payroll queries.

Main Duties and Responsibilities:

- Calculate wages, allowances, overtime, bonuses, other additions and deductions, including FSS and SCC and payroll-related adjustments;
- Process end-to-end payroll on scheduled cycles (monthly/4-weekly/etc.), ensuring accuracy and timeliness;
- Maintain and update payroll records and employee data, in both Financial & Payroll software;
- Reconcile payroll accounts and prepare month-end payroll journal entries for Finance
- Prepare and submit statutory payroll filings, FSS & SCC payments and year-end reporting, e.g. FS3s and FS5s, as required by local legislation and audit requirements;
- Administer payroll-related benefits, additions and deductions;
- Respond to and resolve employee payroll queries and escalations in a timely and confidential manner;
- Ensure payroll processes comply with local DIER, Tax & Contributions legislation, Collective Agreements, Financial & HR internal control policies;
- Prepare period reports, analysis and reconciliations and support audits and provide documentation for internal and external payroll audits and reviews;
- Maintain and improve payroll processes and system configurations and assist with payroll system upgrades or implementations;
- Liaise with HR with all matters relating to the payroll, including engagements, terminations, salary changes and leave-of-absence processing;
- Administer, manage and process all other payments and remunerations relating to overseas offices, service providers and boards and committee members.

The employee must also :

- Perform other Reporting & other Accounting & Auditing tasks as may be directed by the Director - Financial Controller from time to time;
- Update the Director - Financial Controller on a daily basis, on all accounting & financial control work-related issues;
- Be responsible to maintain a good relationship with all members of staff;
- Perform any other duties that may be assigned from time to time.

Competencies:

The employee must:

- Have an assertive character and be smart in appearance;
- Have proven numerical, analytical, problem-solving and reconciliation skills;
- Have good report writing skills;
- Possess a sound knowledge of Payroll & Accounting principles and functions;
- Possess sound working knowledge of all Microsoft and Payroll applications;
- Have the ability to work efficiently and effectively in a team;
- Be self-motivated and continuously willing to improve him/herself;
- Be result and goal oriented and able to meet strict deadlines set by the Authority;
- Have excellent organizational skills;
- Be committed to work at high standards, be proactive and give assistance as required;
- Possess excellent time management and problem-solving skills;
- Be able to communicate and write well in the Maltese and English languages;
- Be efficient under pressure and adaptable to conflict resolution;
- Be discreet and able to handle confidential employee information;
- Be willing to further enhance his/her education and skills through departmental training ensuring personal growth and development within the Authority.

Qualifications & Experience:

Applicants must be:

- In possession of a recognized post-graduate degree (Masters') at MQF level 7 (subject to a minimum of 60 ECTS), or an appropriate, recognized, comparable qualification in Accounting, Finance, Business Management, Banking, HR Management or a related subject area;

OR

- In possession of a recognized first degree at MQF level 6 (subject to a minimum of 180 ECTS), or an appropriate, recognized comparable qualification in Accounting, Finance, Business Management, Banking, HR Management or a related subject area and two (2) years relevant work experience in related fields of Accounting

Working Conditions:

The position of Assistant Manager Payroll is on an indefinite basis and subject to a probationary period of twelve (12) months, with a salary of €30,516 per annum and a yearly increment.

In addition to the Salary, the Assistant Manager Payroll shall be entitled to:

- Assistant Manager allowance;
- Performance Bonus of up to 8% of basic salary;
- Health Insurance;
- Savings Plan Policy (after probation)

Note:

- a) *With respect to qualifications produced in response to this call for applications, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) based within the National Commission for Further and Higher Education (NCFHE), or by any other designated authority, as applicable. **Such statement should be attached to the application and the original presented at the interview.***
- b) *Applicants are exempt from the above requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed and available for download from the MQRIC page of the National Commission for Further and Higher Education website (<https://ncfhe.gov.mt>).*
- c) *MTA is an equal opportunity employer and commits itself to select the right candidates irrespective of gender, ethnicity, culture, religion, income, marital status, sexual orientation, age, class, or disability.*

Submission of Applications

Interested candidates are required to submit the following documents:

- An up-to-date, detailed Europass CV
- Copies of academic certificates and/or transcripts

Applications, together with the above-mentioned documents, should be sent to the Human Resources Department on vacancies.mta@visitmalta.com by Saturday, 26th September 2026.

Late applications will not be considered.

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