



The Foundation for Medical Services is seeking to recruit **Senior Administrators (Payroll)** who shall form part of the Mater Dei Hospital Team.

Jobsplus Permit Number: 280/2026

Senior Administrator (Payroll)

Position: Senior Administrator (Payroll)

Department: Mater Dei Hospital (MDH) – through Foundation for Medical Services (FMS)

Reports to: Head of Payroll ODPM - FAU / Financial Controller MDH / Finance Manager MDH or their named delegate/s

Main Objective of the Position

The primary objective of this role is to ensure the accurate, timely and compliant processing of payroll for employees, while maintaining reliable payroll records and supporting financial reporting, audit processes and administrative functions related to payroll operations. The role requires a high level of accuracy, discretion and attention to detail, ensuring full compliance with Government financial regulations, collective agreements, internal procedures and statutory obligations.

Main Duties and Responsibilities

- Carry out duties related to the end-to-end processing of payroll, ensuring accuracy, completeness and adherence to established deadlines.
- Provide administrative and operational support to the payroll section and contribute to the efficient day-to-day running of payroll operations.
- Maintain and update employee payroll records, ensuring proper filing and record keeping both electronically and in hard copy in accordance with established procedures and audit requirements.
- Ensure the accurate calculation of salaries, allowances, deductions, overtime and other payroll components in accordance with Public Service agreements, sectoral agreements and applicable financial regulations.
- Be responsible for payroll data entry, verification and validation within the payroll system and ensure the integrity and accuracy of payroll information.
- Maintain and update payroll databases, spreadsheets and electronic records, ensuring that all employee payroll information is accurate and up to date.

- Assist in the reconciliation of payroll reports, identifying discrepancies and supporting their timely investigation and resolution.
- Assist in the preparation and compilation of payroll reports, financial summaries and statistical information as required by management.
- Liaise with the Human Resources section regarding employee data updates affecting payroll, including appointments, terminations, leave records, allowances and other employment-related changes.
- Support the implementation of sectoral agreements, salary revisions and other payroll-related directives issued from time to time.
- Assist in internal payroll reviews and audits and provide the necessary documentation and support during external audits or inspections.
- Handle and respond to employee payroll-related queries in a professional, confidential and timely manner.
- Monitor and follow up on payroll refunds, adjustments and corrections, ensuring that all amendments are properly documented.
- Ensure compliance with financial regulations, Government policies and payroll procedures applicable within the organisation.
- Keep abreast of developments in payroll administration practices, financial legislation and public sector payroll procedures.
- Coordinate and participate in meetings as required, prepare minutes and follow up on agreed actions where necessary.
- Assist in monitoring operational deadlines and ensuring the timely submission of payroll documentation and reports.
- Support management in the continuous improvement of payroll processes and administrative procedures.
- Assist in the day-to-day operations of the section as directed by the superior.
- Undertake and perform any other duties which may be assigned by the superior, as may be required from time to time.

Qualifications and Experience

Applicants must satisfy **one of the following criteria**:

- In possession of a qualification at MQF Level 5 in Payroll, Administration, Accounting, Finance, Human Resources or another relevant field, together with a minimum of two (2) years' experience in payroll administration or in a financial/administrative role involving payroll-related duties.

OR

- In possession of a qualification at MQF Level 4 in Payroll, Administration, Accounting, Finance, Human Resources or another relevant field, together with a minimum of three (3) years' experience in payroll administration or in a financial/administrative role involving payroll-related duties.

OR

- In possession of a qualification at MQF Level 3 in Payroll, Administration, Accounting, Finance, Human Resources or another relevant field, together with a minimum of four (4) years' experience in payroll administration or in a financial/administrative role involving payroll-related duties.

OR

- In possession of a minimum of five (5) years' proven work experience carrying out payroll duties in an office environment, and in possession of two (2) Advanced Level qualifications, preferably one of which must be in Mathematics.

Consideration of Equivalent Qualifications and Experience

Candidates who possess qualifications and/or experience which, although not listed above, are deemed by the Selection Board to be comparable in level and relevance to payroll administration duties, may also be considered eligible.

The Selection Board reserves the right to determine the relevance and equivalence of all qualifications and experience.

Additional Requirements

- Candidates must be fluent in English and preferably knowledge in Maltese.
- Proficiency in Microsoft Office applications, particularly Excel, is required. Certification such as ECDL or equivalent will be considered an asset
- Experience using payroll software (e.g. Dakar or similar systems) will be considered an asset.

- Experience working within a public sector or government payroll environment will be considered an asset.

Competencies

During the interview stage, candidates will also be assessed on some of the following competencies:

- Strong payroll and administrative skills
- High level of confidentiality and integrity
- Excellent interpersonal and communication skills
- Strong numerical and analytical abilities
- Ability to work accurately with attention to detail
- Ability to work both independently and as part of a team
- Flexibility and willingness to learn and adapt to changing operational requirements

Type of Contract and Salary Range:

Contract Type: Indefinite contract with 6 months probationary period

Salary: An attractive salary package is being offered with this position

Interested persons are to submit their application together with the below documents:

- Application Letter
- An updated C.V.
- Two reference letters from previous employers
- Police Conduct Certificate (obtained within the last six months)
- Copy of the relevant qualification certificates. (*Applicants in possession of a foreign qualification need to submit a recognition statement from the Malta Qualifications Recognition Information Centre*)

Interested persons are to submit their application to The Head of Human Resources, Foundation for Medical Services, Gattard House, 3rd Floor, National Road, Blata l-Bajda HMR 9010 or via email on fmsshr@gov.mt

Applications should reach the HR Department by not later than the 24th July 2026.