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

Jobsplus Permit Number: 280/2026

Administrator (Payroll)

Position: 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 provide efficient administrative and operational support to the Payroll Section, ensuring the accurate and timely processing of payroll-related documentation, maintenance of employee payroll records and the effective coordination of administrative activities within the section. The role requires a high level of organisation, accuracy, discretion and attention to detail while ensuring compliance with Government financial regulations, collective agreements, internal procedures and statutory obligations.

Main Duties and Responsibilities

- Provide administrative support to the Payroll Section and assist in the efficient day-to-day operation of the unit.
- Assist in the preparation, processing and verification of payroll documentation, ensuring completeness and accuracy before processing.
- Maintain and update employee payroll records, both electronically and in hard copy, in accordance with established procedures and audit requirements.
- Assist in maintaining payroll databases, spreadsheets and records, ensuring employee information is accurate and up to date.
- Process and record payroll-related documentation, including appointments, resignations, transfers, promotions, salary increments, allowances, overtime, leave adjustments and other employment changes affecting payroll.
- Liaise with the Human Resources Section and other departments to obtain and verify information required for payroll administration.
- Prepare payroll-related reports, statistical information and summaries as requested by management.

- Assist in reconciling payroll records and identifying discrepancies for further investigation and resolution.
- Respond to payroll-related administrative enquiries from employees and direct more complex matters to the appropriate officer.
- Ensure payroll documentation is properly filed, archived and readily available for audit or reference purposes.
- Assist in the implementation of salary revisions, collective agreements, Government directives and payroll-related updates.
- Support internal and external audit exercises by preparing the necessary payroll documentation and administrative records.
- Monitor deadlines for payroll submissions and follow up with the relevant departments to ensure documentation is received on time.
- Coordinate meetings where required, prepare agendas, take minutes and follow up on agreed actions.
- Ensure compliance with Government regulations, financial procedures, internal policies and payroll administration processes.
- Maintain confidentiality when handling employee payroll records and sensitive personal information.
- Assist in reviewing and improving administrative procedures within the Payroll Section.
- Keep abreast of changes in payroll administration, Government regulations, employment conditions and payroll-related legislation.
- Assist in the day-to-day operations of the section as directed by the superior.
- Undertake any other duties assigned by the superior from time to time.

Qualifications and Experience

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

- In possession of a qualification at MQF Level 4 in Payroll, Administration, Accounting, Finance, Human Resources or another relevant field

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 two (2) 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.

Additional Requirements

- Candidates must be fluent in English and in Maltese (both written and oral).
- 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.

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

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 **fmshr@gov.mt**

Applications should reach the HR Department by not later than the 5th December 2026.