



Elettra Sincrotrone Trieste

# Senior Payroll Specialist

Deadline: 15 October 2023

Ref: EA/23/24

## Background

Elettra Sincrotrone Trieste is an international multidisciplinary research center operated as a user facility, featuring a 2.0/2.4 GeV, third-generation synchrotron light source (Elettra), a new free-electron laser light source (FERMI) and a variety of support laboratories. The extremely high quality of the machines and beamlines has set new performance records and has been producing results of great scientific and technological interest. In order to allow the laboratory to remain competitive in the next 20 years, an entirely new source - Elettra 2.0 - belonging to the new generation of storage rings (DLSR or Diffraction Limited Storage Ring) is being developed. The new source will exhibit a major increase in the brilliance and coherence fraction of the photon beams. The Elettra 2.0 optics is based on our enhanced symmetric six bend achromat structure (S6BA-E) with a 12-fold symmetry and an emittance of 200 pm-rad at 2.4 GeV. The new structure creates also straight sections in the arcs permitting the installation of additional insertion devices, thus increasing the number of beamlines. Existing beamlines will have to be upgraded and new beamlines developed to take full advantage of the characteristics of Elettra 2.0. The new machine is scheduled for commissioning in the second half of 2026. See <http://www.elettra.eu> for more information.

## Beamline/Activity/Project description

The Human Resources (HR) Team, as part of its duties, manages the payroll process of about 400 employees, ensuring compliance with taxes and social regulations, tracking employee work hours, processing payroll and preparing monthly and year-end payroll statements.

## Job description

The successful candidate, as a member of the Human Resources (HR) Team, will be in charge of processing all aspects of payroll, such as:

- managing time and attendance system and interconnections with payroll;
- managing all payroll and post-payroll processing, including periodic fulfillments (F24, E-Mens, payments to funds,...) and year-end reports and statements (INAIL self-reporting, CU and 770 forms);
- managing all payroll records (on monthly and yearly basis) and preparing the required information and documentation related to accounting and financial records, in collaboration with the Accounting Team;
- ensuring full compliance with national labour law and regulations, the National Metalworkers Collective Labour Agreements for employees and managers and the Company Collective Labour Agreement;
- ensuring that taxes, social contributions and Insurance against Accidents at Work comply with Italian regulations;
- managing the relationship with government agencies, such as social security and welfare agencies (INPS, INAIL...);
- assisting colleagues with questions about compensation, benefits, welfare, taxes, social contributions and insurance deductions;
- preparing payroll reports;
- offering suggestions, advices, and solutions regarding payroll processing procedures;
- troubleshooting and resolving payroll-related issue;
- managing notifications of work accidents and occupational diseases;

### Elettra - Sincrotrone Trieste S.C.p.A.

S.S. 14 Km 163,5 in Area Science Park  
34149 Basovizza, Trieste, Italy  
T. +39 040 37581  
F. +39 040 938 0903

P.IVA e C.F. IT00697920320  
Cap. Soc. € 49.969.980,45 i.v.  
PEC: [sincrotrone.trieste.elettra@legalmail.it](mailto:sincrotrone.trieste.elettra@legalmail.it)  
[www.elettra.eu](http://www.elettra.eu)

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## Qualifications

High school diploma together with at least 8 years of proven experience as payroll manager or specialist is required.

A Bachelor/Master degree in Economics, Political Science, Law, or a related discipline will be considered a plus.

Excellent knowledge of national labour laws and of at least one of the main National Collective Labour Agreements is expected.

Good knowledge of payroll software is required. Good knowledge of Infinity payroll software by Zucchetti would be considered a plus.

Good oral and written communication skills in Italian and English are required.

Ability to prioritize, good problem-solving and analytical skills together with good time management, communication and interpersonal skills are expected. Fairness, honesty and professional ethics complete the desired profile.

The appointment will be a fixed term contract with an initial duration of 12 months, renewable upon agreement between the parties.

The salary will be commensurate with previous experience and qualifications of the candidate.

Applications should include a full curriculum vitae, the names and contact information (including electronic mail) of up to two persons who have agreed to provide references.

The interviews may be held via video conferencing.

The deadline for the submission of the application is October 15, 2023.

In accordance with the provisions of article 21 of the Italian legislative decree no. 39/2013 and in conjunction with article 53 (subsection 16ter) of Italian legislative decree no. 165/2001, employees or former employees of any Italian Public Entity who have exercised authority over Elettra Sincrotrone Trieste S.C.p.A. or have negotiated with Elettra - Sincrotrone Trieste S.C.p.A. within the last three years will be excluded from the present selection procedure. We thank all applicants in advance.

For more information, please contact Matteo Larice (email: [matteo.larice@elettra.eu](mailto:matteo.larice@elettra.eu)).

To apply for this position please visit the following link:

<https://www.elettra.trieste.it/it/about/careers/working-withus.html?id=3361>

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