



Elettra Sincrotrone Trieste

Senior Payroll Specialist

Deadline: 29 May 2026

Ref: EA/26/17

Background

Elettra Sincrotrone Trieste is an international multidisciplinary research centre offering international users access to synchrotron and free-electron laser radiation for the characterization and processing of matter. The extremely high quality of the light sources 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 synchrotron radiation source - Elettra 2.0 - belonging to the new generation of storage rings (DLSR or Diffraction Limited Storage Ring) is being installed and will join the already operating free-electron source FERMI in the second half of 2026. 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 are being upgraded and new beamlines constructed to take full advantage of the characteristics of Elettra 2.0. 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 tax and social regulations, tracking employee working hours, processing payroll outlays 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 monitoring system and interconnections with payroll;
- managing all payroll and post-payroll processing, including periodic fulfillments (F24, E-Mens, payments to funds, etc.) 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 Agreements;
- 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, etc.);
- assisting employees 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;

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L. 19 ottobre 1999 n. 370



- preparing HR reports regarding compliance to the Spending Review and SICO.

Qualifications

High school diploma is required. A Bachelor/Master degree in Economics, Political Science, Law, or a related discipline, would be considered a plus.

Previous experience and know-how in the following areas is required:

- at least 5 years of recent experience as senior payroll specialist within mid-size enterprises;
- knowledge of national labour laws and of the National Metalworkers Collective Labour Agreements for employees and managers;
- expertise in managing HR reports;
- expertise in monitoring compliance to the requirements of the Spending Review;
- expertise in preparing SICO reports;
- knowledge of Infinity payroll software by Zucchetti;
- knowledge of procurement procedures applicable to publicly controlled companies.

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

Good time management skills and ability to prioritize are expected, together with the ability to interact with staff and facility users at all level. Discretion in handling confidential information, flexibility and reliability are also expected.

General information

The appointment envisioned is a permanent staff position, with a six months trial period.

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

Applications should include the candidate's 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 ranking of suitable candidates resulting from this selection process may be used within the following 24 months.

Permanent employees of Elettra Sincrotrone Trieste S.C.p.A. will be excluded from the present selection procedure. 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 also be excluded from the present selection procedure, 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.

The deadline for the submission of the application is May 29, 2026.

We thank all applicants in advance.

For more information, please contact Matteo Larice (email: 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=4294>

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