



# PAYROLL SERVICES

## **Nexia BT is:**

- a top-mid tier firm in Malta offering corporate and private client advisory, audit, accounting and tax services
- a member of Nexia International

# PAYROLL SERVICES



## WHY OUTSOURCE PAYROLL?

Our team of trained payroll professionals has built and developed a strong and long-term relationship with the competent local authorities, easing discussions about complex payroll issues.

Private data is very confidential and sensitive. In order to counteract this, we offer high levels of data security to ensure that your data is protected.

By choosing to work with us, you are certain that your payroll is managed by professionals, who, through internal and external training, keep abreast with the latest legislation and statutory requirements.

## OUR SERVICES

The computation of payroll can be quite expensive and rely on various laws and regulations. It is therefore vital that your payroll process is accurate and reliable. This in turn will give your employees the reassurance that salaries are true to the employment contract.

We understand that trust is the name of the game. Our dedicated payroll professionals focus on the provision of a confidential and fully managed payroll service. Our mission is to deliver a steady and timely service from a regular team. We aim to meet your needs with the highest level of professionalism.

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*Outsourcing your payroll and related services clears your schedule from this administrative task allowing you to focus on projects that add value to your business.*

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## **PAYROLL PROCESSING**

We will:

- collect and input data and periodic changes;
- handle joiners, leavers or any changes to employees, remuneration, hours, benefits etc.;
- manage the payroll and calculate employees' salaries;
- provide employees with computed printed payslips or send monthly payslips electronically encrypted by a password;
- arrange the net salary payments to each employee's bank account;
- submit the monthly statutory reports and manage the settlements of any resultant dues;
- submit directors' tax returns, individuals' provisional tax and national insurance; and
- prepare year-end payroll reporting procedures.

## **PAYROLL ADMINISTRATION AND RELATED ADVICE**

Our team can help you to define your human resources targets and assist you to achieve them. Our services encompass:

- compiling the necessary employment forms for new recruits and terminated employees;
- preparing employment licence applications;
- maintaining personal files;
- handling all communication with competent authorities;
- resolving questions as they arise;
- reporting issues by exception;
- recording vacation leave and any other absence such as maternity, sick etc.;
- keeping you updated with the latest employment legislation and related tax updates;
- assisting with net of tax payroll calculations;
- advising on fringe benefit considerations and calculations of the relevant tax impact;
- assisting employees with children allowance applications; and
- guiding you to choose the best pension solution.

# Why choose Nexia BT?

Established by Brian Tonna, managing partner, Nexia BT is a corporate and private client advisory, audit, accounting and tax firm. Our clients are local and international financial and other institutions, SMEs, the public sector and high-end organisations.

As a reputable organisation of over 25 years standing, and forming part of a worldwide network of independent business advisors, consultants, auditors and accounting firms present in over 120 countries, we are optimally positioned to offer global expertise. Along these years, we have built client loyalty around a credible reputation for delivering results whilst working to the highest professional standards.

Nexia BT's strength lies in the technically competent staff with experience across a varied range of industry sectors. We deliver solutions to our clients through a high calibre customised service reflected in the professional work approach and ethics of our staff and driven by our ethos 'Closer to you'. With the backing of this business approach, we confidently present you Nexia BT as your trustworthy, dependable and reliable partner in Malta.

Nexia BT Consulting provides a wide range of business support functions and financial support services to both corporate entities and individuals.

## CONTACTS

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