



**TMF**  
GROUP

**Global reach**  
Local knowledge



# #AWorldForAll

As a leading provider of Global Business Services, we work with some of the world's most dynamic organizations. Our people are global citizens equipped with local expertise who help to shape the world of business, every day.

We're looking for people with both international and local perspectives to navigate challenges and find opportunities.

**We are opening Regional Hub for our CES Cluster (Hungary, Serbia, Croatia and Slovenia) located in Subotica!**

## Our areas of expertise

Corporate  
secretarial

HR and  
Payroll

Accounting  
and Tax

## We are searching for a motivated Payroll Assistant to join our team in our new office in Subotica!

### Job purpose

Payroll Assistant will be responsible for, on a day to day basis, a portfolio of corporate clients for whom TMF provide payroll services.

S/He will gain exposure to technical and complex principles and work on international client portfolios.

### Key responsibilities

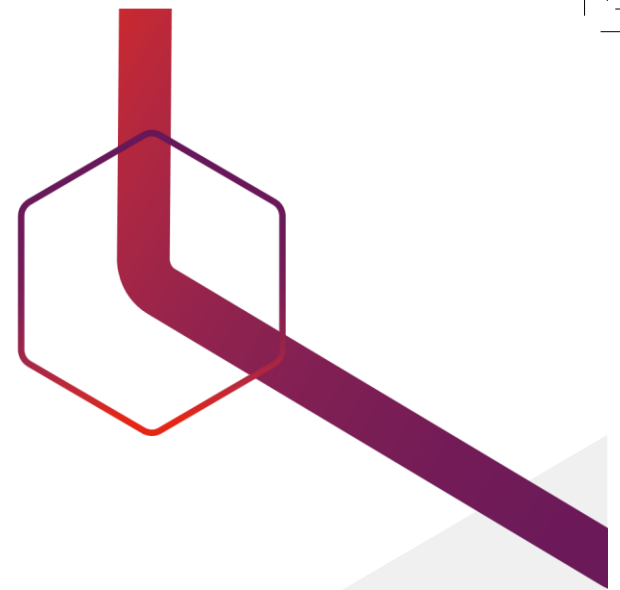
- ② Full provision of payroll tasks to international clients;
- ② Preparation of data related to wages, declarations, reports, posting;
- ② Contact with clients and authorities;
- ② Carrying out advisory tasks in matters relating to payroll accounting.

### Key requirements

- ② Fresh graduates or student of the final year;
- ② Any internship in this area would be desirable;
- ② Experience with MS Office (particularly MS Excel);
- ② Good communication, problem solving and networking capability;
- ② Fluency in English and Hungarian language.

### Recruitment process steps

- ② **CV Application:** Submit your application by clicking on the Apply button;
- ② **Business Fit:** If your application fits the bill, our Recruitment team will be in touch to explain the role and understand your fit with the team and the business;
- ② **Interview and assessment:** Personal meeting with the Hiring Manager in our office premises in Subotica.



## About TMF Group

TMF Group helps its clients operate internationally and 'belong' wherever they are in the world. We do this by making sure they are properly set up to do business in any country and compliant with local and international regulations.

We firmly believe that the only way to be truly 'global' is to put local first, which is what our team of 7800 in-country experts do for businesses of all sizes, every day.

Find out more about us at:

[tmf-group.com](https://tmf-group.com)

Compliance.  
Regulation.  
Transparency.  
Support.