

Payroll Administrator – Full time 6 month fixed term contract



Role	Payroll Administrator
Closing Date	Friday 07 th May 2021
Scale	Grade IV - €28,749 to €46,468
Duration of Post	6 month fixed-term contract
Location	Palmerstown
Reporting Relationship	Director of Finance or person nominated by them
Job Purpose	The purpose of this post is to assist in the effective day to day administration of a busy finance department, to provide support to the Payroll Manager and provide backup support for weekly payroll processing.
Key Duties & Responsibilities	<p><u>Duties</u></p> <ul style="list-style-type: none"> • Be part of a team responsible for the accurate and timely preparation and processing of payroll for both Weekly and Monthly payrolls within an organization of 1000+ employees • Accurately calculating and entering of all amendments e.g. starters, leavers, deductions, allowances • Closely liaise with HR department with regard to contract changes, salary changes and WTE amendments • Liaise with Pension Officer with regard to employee pension scheme and deductions • Provide assistance to employees who have payroll queries and complete salary certificates as required • Input Voluntary deductions, reconcile to nominal reports and issue payment requests to finance. • Assist payroll manager with accruals and other ad-hoc reporting as required • Assist with ongoing audits between departments, in particular HR and TMS • Assist payroll manager with other returns such as payroll submission, PAYE payments and CSO returns • Keep up to date with relevant regulatory changes and ensure compliance with all internal controls

Any other duties as may be assigned from time to time by the designated Supervisor/Line Manager or the Chief Executive/Deputy Chief Executive.

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Qualifications & Experience	<p>Candidates must meet the following criteria relevant to the role:</p> <p><u>Education and Skills</u></p> <ul style="list-style-type: none"> • Exposure to high volume payroll processing. • Experience of Mega Pay Software or similar system. • Strong interpersonal and communication skills. • High degree of efficiency and attention to detail. • Knowledge of the Health Care Sector a distinct advantage. • Knowledge of all statutory payroll legislation. • Relevant Irish Payroll Association (IPASS) Qualification or equivalent a distinct advantage. • Accounts experience is desirable.
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The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

Terms and Conditions of Employment

Payroll Administrator – Stewarts Care

Remuneration	<p>Remuneration is in accordance with the Department of Health (DOH) consolidated pay scales.</p> <p>Current Salary Scale: Clerical Grade IV - €28,749 to €46,468 Salaries and increments are paid in accordance with DOH scales.</p>
Annual leave	24 days per annum pro rata
Working week	<p>The hours allocated to this post are 37 hours per week, exclusive of lunch breaks The allocation of these hours will be at the discretion of the Director of Finance or a person nominated by them and in accordance with the needs of the service.</p>

Probation	All employees will be subject to a probationary period of 6 months, with an extension if required to 9 months. This probationary period applies to all employees irrespective of their role or type of role.
Garda Vetting	Stewarts Care will carry out Garda vetting on all new employees. An employee will not take up employment with the organisation until the Garda Vetting process has been completed and the organisation is satisfied that such an appointment does not pose a risk to the service users and employees.
References	Stewarts Care will seek up to two written references from current and previous employers, educational institutions or any other organisation with which the candidate has been associated. Stewarts Care reserves the right to determine the merit, appropriateness and relevance of such references and referees.