

Carriglea Cairde Services

CARRIGLEA, DUNGARVAN, CO. WATERFORD.

At Carriglea Cairde Services, we provide a comprehensive range of day, residential and respite services to adults with an intellectual disability.

Job Title: Payroll Administrator

Department: Human Resources Department

Reports to: Pensions and Payroll Officer.

Grade IV Full Time

Payroll Administrator Duties:

- Responsibility for fortnightly payroll, using the Megapay payroll system.
- Timely input of information for Salaries, Wages, and Pensions
- Collation of data and processing starters, leavers, scale increments, changes to HSE pay scales in line with relevant circulars
- Training staff and managers on the time and attendance system as required.
- Operating the time and attendance system to ensure excellent accuracy on the calculation of employee hours.
- Collating Change of details, worked hours data, allowances and pay deductions data, liaising with all relevant areas on payroll changes.
- Implementation of changes per HSE Circulars and updating HSE pay scales as required.
- Preparation of reconciliations with Megapay reports.
- CSO quarterly review and submission of reports as required together with the Pensions and Payroll Officer.
- Liaising with external pay creditors e.g. Revenue, VHI, Unions etc., preparation and circulation of remittances listings
- Preparation of WTE and Working Time Act reports.
- Preparation of month end accruals.
- Preparation and submission of monthly and annual Revenue returns and notifications.
- Liaising with Revenue and responding to all requests.
- Responding to queries from staff members and providing them with information, when required.

Qualifications

- A payroll of finance related qualification or a commitment to achieve same on their own time.
- Previous payroll experience is desirable.

Job Specific Competencies and Knowledge

- Excellent analytical and numeracy skills.
- IT excellence in Excel and ideally Megapay systems.
- Effective and courteous communication with all stakeholders.
- Strong awareness of the need for strict confidentiality.
- Excellent follow up and task management, within the constraints of a busy department.
- To be self-motivated with a high capacity for responsibility and individual initiative while working within the team dynamic.
- Demonstrate an ability to prioritise work and handle large volumes of activity.
- Excellent organisational skills.

If you are creative, flexible and enthusiastic, come and join our dynamic team in caring for adults with intellectual disabilities. Current HSE Salary Scales will apply for all the above posts. Curriculum Vitae's along with a covering letter can be sent on e mail to Eileen Skehan, Human Resources Manager at; eileen.skehan@carrigleaservices.com by the 4th October, 2023.

Carriglea Cairde Services is an equal opportunities employer.