

Dublin City University
Finance Office
Payroll Administrator - (Admin Assistant Grade IV)
Full-time (Six Month Contract)

General Information

The Finance Office has overall responsibility for the financial environment within the University and provides a comprehensive range of services to DCU Faculties, Schools, Research Centres, Support Departments and Campus Companies.

The Payroll Office is fully responsible ensuring all staff are paid in accordance with the University procedures and policies. The Payroll Office will be responsible co-ordinating and implementing a wide range of initiatives designed to facilitate the efficient processing of payroll. When required, the Payroll administrator will deputise for the Payroll Manager.

A vacancy has arisen within the Finance Office for a fixed term contract as Payroll Administrator.

Duties and Responsibilities of the role include:

- Responsible for the authorisation and processing of DCU PG20 Payroll which involves liaising with HR to collate input, balancing and completing run to bank,
- Authorisation of the weekly and Monthly Payrolls and ensuring correct upload to Agresso our Financial System,
- Ensure compliance with DCU's regulations and procedures in the processing of all transactions,
- Generate Employee and Employer Pension file for upload to Agresso including all adjustments for the month and the Exam Script File ,
- Review, authorise and process all Payroll Deduction Accounts and reconcile control accounts on our General ledger,
- Liaise with stakeholders in terms of delivering on service expectations,
- Responsible for ongoing review and updating the DCU Payroll website,
- Input and implement changes of procedures and processes as part of a wider change management group and meet on a monthly basis with Human Resources to review current processes, ongoing issues and to discuss and address issues as they arise,
- Responsible for the supervision of the Payroll Team, and oversee Payroll issues on a day to day basis in the absence of the Payroll Manager when on leave,
- Responsible for the management and administration of all Payroll Files that are held in various locations,
- Ensure the Query management procedure is operated in an efficient manner and deal with a large volume of Payroll queries from employees and different departments on a monthly basis,
- Identify a plan for the development of systems and procedures within the Payroll department,
- The undertaking of such duties and responsibilities as may be assigned from time to time.

Experience and Qualifications:

- Candidates should ideally hold a primary degree, preferably in a Business/Accounting Or related area and or a minimum of 3 years' experience in a related environment,
- S/he should have an understanding of accounting and payroll procedures and policies,
- The candidate must be able to provide evidence of highly effective administrative and organisational skills,
- Good communication and a thorough knowledge of Core applications are essential,
- Candidates must be dependable, willing to work in a team environment, good with figures, accurate, and capable of working with a high volume of paper work to very strict deadlines.

The Competencies required for this position are:

1. Knowledge of Core Payroll, Agresso and Payroll Procedures

Demonstrates an excellent knowledge of Core Pay and of procedures and processes within a Public funded payroll environment.

2. Supervision

Takes a fair approach to supporting others to complete tasks and is capable of providing feedback if required.

3. Communication

Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience

4. Personal Effectiveness/Excellence

Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing their workload

Salary Scale: €33,625 - €50,750

Closing Date: 27th May 2016

Applications should include a CV and covering letter and be submitted with the application form as outlined below. Application forms are available from the *DCU Current Vacancies (open Competitions)* website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: **+353 (0) 1 7005149**.

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: **+353 (0)1 7005500** or by post to the Human Resources Department, Dublin City University, Dublin 9.

Please clearly state the role that you are applying for in your application and email subject line: **Job Ref #328: Payroll Administrator Grade IV**

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