



## **Dublin City University**

### **Finance Office**

#### **Payroll Administrator - (Grade IV)**

#### **Full-time (Up to 12 Month Contract)**

#### **General Information**

Dublin City University ([www.dcu.ie](http://www.dcu.ie)) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century.

Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress. As Ireland's University of Enterprise, it is characterized by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector. Excellence in its education and research activities has led to its consistent ranking in the top 50 of the world's young universities (QS Top 50 under 50).

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.

A vacancy has arisen within the Finance Office for a Payroll Administrator.

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.

#### **Duties and Responsibilities of the role include:**

- Responsible for the authorisation and processing of DCU FT Monthly Payroll which involves liaising with HR to collate input, balancing and completing run to bank
- Authorisation of the Weekly Payrolls and Monthly Payrolls and ensuring correct upload to Agresso DCU's 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 and authorise all Payroll Deduction Accounts
- 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 management 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
- 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
- Ensure that the Payroll Team's goals and objectives are in line with the Finance Office objectives

**Experience and Qualifications:**

- Candidates must hold a primary degree, preferably in a Business/Accounting related area (IPASS Qualification) and or a minimum of 3 years experience in a related environment
- S/he should have an understanding of accounting and accounts payable 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 a good knowledge of Core Pay and of procedures and processes within a Public funded payroll environment

**2. Team management**

Manage and lead payroll team. Developing the contributions of team members and responding positively to the need for change.

**3. Communication**

Identify and address stakeholder's requirements in relation to service levels. Demonstrate excellent communication and interpersonal skills, and be sensitive to the different requirements of a diverse University setting.

**4. Personal Effectiveness/Excellence**

Ensure high standards are adhered to in the completion of tasks and in our approach to working with suppliers and all stakeholders.

Salary Scale: €33,625 - €50,750 (Grade IV)

***Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the salary scales, in line with current Government pay policy.***

Full details of salary upon promotion for internal staff can be viewed at:

<http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

**Closing Date: 05<sup>th</sup> April 2017**

**Informal Enquiries to:** Brendan Gillen, Finance Dept. Email: [Brendan.gillen@dcu.ie](mailto:Brendan.gillen@dcu.ie) Tel: 01 700 5540

#### **Application Procedure**

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.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #519 Payroll Administrator, Finance Department.

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

***Dublin City University is an equal opportunities employer***