



Applications are invited from suitably qualified candidates for the following position

**Payroll Administrator
Finance Office
Permanent Contract**

Dublin City University

Dublin City University (www.DCU.ie) is a young, ambitious and vibrant University, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Overview of the department

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, Professional Support Departments and the DCU Commercial Group of Companies.

Role Profile

Reporting to the Payroll Manager, the role will be accountable for payroll related administration and processing duties associated with a busy payroll function within the University and subsidiary companies, as part of the Payroll team. The role will liaise closely with team colleagues, other Finance Office teams, subsidiary companies, departments and schools across the University, as well as external stakeholders.

Duties and Responsibilities

Please refer to the job description for a list of duties and responsibilities associated with this role.

Qualifications, Experiences and Skills required:

Please note that [internal service criteria](#) will apply. Where applicable staff will normally have successfully completed their probationary period in order to apply.

In addition to the internal service criteria, the ideal candidate will have the following:

- Candidates must hold either an IPASS Certificate in Payroll Technique (CPT) and have at least 12 month's relevant experience in a computerised office environment, or have at least 3 years' experience in a large multi-entity payroll function.
- Good communication, administrative skills and a thorough knowledge of Microsoft Office applications are essential.
- Knowledge of the Core Pay system would be an advantage.
- Candidates should also have a basic comprehension of accounting procedures.
- Confidentiality and discretion of a very high level is expected.
- Candidates must be dependable, willing to work in a team environment, good with computations, accurate and capable of working to strict deadlines.

Candidates will be assessed under the following competencies;**Personal Effectiveness / Excellence**

Continuously strives to achieve high standards in the completion of tasks and in approach to working with staff in relation to payroll matters.

Team working

Working together in a supportive manner to share tasks and information while showing respect for the contribution of others.

Accuracy

Takes a methodical approach in completing tasks in an accurate manner to strict deadlines.

Communication

Communicates in a clear manner and actively listens and engages to gain understanding.

Knowledge of Processes & IT Systems

This is defined as having a willingness to engage with both processes and technology, and to drive efficiencies in operational activities in line with the Finance Office Strategy.

Essential Training

The post holder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Salary Scale:

Secretary Grade 3 Salary Scale - €35,124 - €44,667

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

Closing date: 7th January 2022

For more information on DCU and benefits, please visit [Why work at DCU?](#)

Informal Enquiries in relation to this role should be directed to:

Ms Jennifer O'Halloran, Controller Group Financial Operations, The Finance Office, Dublin City University.

Email: jennifer.ohalloran@dcu.ie

Please do not send applications to this email address, instead apply as described below.

Application Procedure:

Application forms are available from the DCU Current Vacancies website at <https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants> (internal applicants)

Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie

**Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #BC211210 Payroll Administrator**

Dublin City University is an equal opportunities employer.

In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.

The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)