



## **JOB DESCRIPTION**

### **Payroll Administrator Finance Office Permanent Contract**

#### **Dublin City University**

Dublin City University ([www.DCU.ie](http://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**

The duties and responsibilities of the position include, but are not restricted to, the following:

- The post holder is accountable for preparing and assisting with weekly and monthly payroll systems for various staff groupings both within DCU and the subsidiary companies.
- The post holder will be accountable for collating all appropriate information for various payment runs, as well as the processing and posting of the information to the payroll system, and the balancing of all entries prior to final payment into the employee's individual bank account.
- Filing payroll submissions and returns on ROS.
- Assisting with paying deducted amounts due to third parties on a monthly basis, and the balancing of all voluntary deduction schemes.
- Assist the project team when planning for the development of new IT systems and procedures within the Payroll department eg, Core Timesheet Project, Payroll Website updates, Time point etc.
- Provide payroll cost reports to Budget Holders and external bodies as required.
- Assist the payroll team with answering Internal and External Auditor queries.
- Completion of various Payroll related query forms regarding Salary certs, Social Welfare PRSI, Earnings, and Maternity etc.
- Liaising with the Human Resources Office and Business Units on all payroll issues.
- Working with the Payroll team to answer staff payroll queries.
- Handling incoming and outgoing mail to ensure smooth processing of all paper work received and proper archiving of all documentation.
- The undertaking of any such duties and responsibilities as may be assigned from time to time.

**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.