



## **JOB DESCRIPTION**

### **Payroll Administrator Professional 3 (P3) Finance Office Permanent**

#### **Dublin City University**

Dublin City University (DCU) 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', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are 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 delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has 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 successful individual will be responsible for preparing and assisting with weekly and monthly payroll systems for various staff groupings both within DCU and the subsidiary companies and also providing cover for payroll completion when other payroll admins are on leave.
- The post holder will have responsibility 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.
- Retrieving and uploading RPN's for the applicable companies and also reconciling and filing payroll submissions\returns on ROS.
- Assisting with paying deducted amounts due to third parties on a monthly basis, and the balancing of all voluntary deduction schemes.
- Provide payroll cost reports to Budget Holders and external bodies as required.
- Assist the payroll team in 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 reply to staff payroll queries.
- Assisting the Payroll projects team with system upgrades and process improvements.
- 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 tasks may be assigned from time to time and there will be a rotation of duties scheme introduced in the near future where staff will rotate in their roles. This scheme will allow the admin to learn every aspect of all payroll procedures which will enhance their overall knowledgebase of the full process with the DCU entity.

## **Qualifications and Experience**

Please note staff must have successfully completed their probationary period

In addition to the [internal service criteria](#), the ideal candidate will have:

- 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.

**Desirable Criteria:**

- 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.