



JOB DESCRIPTION

Payroll Supervisor Finance Office Permanent

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, Support Departments and thirteen wholly owned commercial companies. The Finance Office provides a range of services, including a payroll office service, which manages payments to over 5,000 full-time and part-time staff each year.

Role Profile

The Payroll Supervisor will be responsible for supervising the payroll function across the University and subsidiary companies, to ensure all operational and compliance requirements are met by relevant deadlines. The role reports to the Payroll Manager and will liaise closely with other Finance Office teams, colleagues within the University and also with external stakeholders.

Duties and Responsibilities

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

These tasks will include but are not limited to the following:

- Responsible for the completion of DCU FT Monthly Payroll (currently 1,750+) which involves liaising with HR to collate input, manage and support input for Payroll Admins, carrying out Reconciliation including Gross and Net checks, bringing run to Complete Update, uploading detail to General Ledger and completing the file submission to Revenue within the required deadlines.
- Sign off for the Weekly and Monthly Payrolls within all DCU entities and generating the Bank file for authorisation within the required bank deadlines.
- Ensure compliance with DCU's regulations and procedures in the processing of all transactions.
- Generate Month End Payroll Reports including a Pension Report for upload to DCU's General Ledger including all manual adjustments for the month.
- Review and sign off of reconciliation of Monthly and Quarterly Payroll Deduction Accounts.
- 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.
- Liaise with stakeholders in terms of delivering on service expectations.
- Responsible for ongoing review and assisting with 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 to oversee Payroll issues on a day to day basis in the absence of the Payroll Manager.
- Assist the project team when planning 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.

Qualifications and Experience

Essential Criteria

Candidates must have a Primary Degree or equivalent (NFQ Level 7) relevant business discipline.

Desirable Criteria

Applicants must have payroll experience in a large, fast moving multi-entity environment, preferably in the public sector. The applicant will hold a primary degree in a relevant business discipline, and possess a minimum of 3 years' relevant experience along with an IPASS qualification (or equivalent) from a recognised body.

In addition, the applicant should demonstrate:

- Strong team leadership skills and be able to give examples of how such skills have been applied in previous supervisor/management roles.
- Excellent organisation skills and be able to manage, co-ordinate and progress the tasks associated with the post on their own initiative. S/he will be flexible and possess an ability to work effectively as part of the team, offering support to colleagues when required.
- Experience in dealing with complex domestic and international payroll related matters, as well as experience of payroll processes and technology solutions servicing multi-site operations.
- Professionalism in the exercise of all aspects of the role, demonstrating strong attention to detail and accuracy in work tasks, as well as how sensitive and confidential matters are managed.
- Ability to work effectively as part of a team and build positive relationships with colleagues and external stakeholders.
- Strong communication and interpersonal skills, and be sensitive to the differing requirements of a diverse University setting.
- Strong MS Excel skills and extensive experience with payroll and other financial systems, as well as experience on system and process change project implementations.
- A track record of enhancing processes and procedures through the application of technological solutions.
- Ability to produce, analyse and report on relevant information in support of business decision making.
- A proactive self-starter and able to work independently.

Competencies required

The candidates will be assessed under the following competencies;

Supervision

Provides support and assistance when required and is available to others. Explains and demonstrates how tasks/roles should be carried out. Listens to others and takes appropriate action when required

Building and Maintaining Relationships

Takes a flexible approach when dealing with different people/situations (e.g. shows a willingness to change their approach when dealing with different people). Deals efficiently, assertively and politely with all staff/service users. Achieves results while maintaining good working relationships (e.g. completes the task while maintaining the relationship).

Personal Effectiveness / Excellence

Is open and curious to learn (e.g. shows that they are interested in learning about new things). Is responsive to changing situations. Proactively plans ahead as appropriate.

Knowledge of process and IT

Willingly engages with new technology (e.g. shows an interest in and a willingness to both learn and use new technology). Has an understanding of and experience in the use of complex IT systems.

Mandatory Training

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