

Payroll Specialist

Working as a key team member of the HR team, the Payroll Specialist will own all processes around the weekly payroll and be responsible for the timely and accurate administration for all aspects of the weekly payroll (pay, bonus, benefits, pension, holiday pay, overtime) for across all business units for Aurivo Co-operative Society

RESPONSIBILITIES

- Prepare end to end weekly payroll for 400+ employees on Sage Micropay and ensure accurate calculation of hours worked and overtime
- Systems administration and management of TMS time recording system
- Respond and deal with all employee & management payroll queries and entitlements
- General administration and timely and accurate record keeping and maintenance
- Complete weekly reports for departments and the accounts team
- Set up and management of changes to employee deductions and benefits
- Set up and administration of new starters and processing leavers on key HR and payroll systems
- Calculate and process sick pay, holiday pay, maternity pay etc in accordance to policies and procedures
- Processing of expenses
- Complete annual pension returns for pension administrators and ensure accurate information is captured in payroll and for accounts
- Provide advice to employees regarding forms they must fill in for different situations.
- Ensure adherence to deadlines across the business for the smooth running of payroll
- Educate and train managers and staff on key roles and systems
- Support initiatives/projects as agreed with manager in support of HR and payroll objectives
- Assess and improve processes - contributing to a team environment where continuous improvement is encouraged

PERSONAL ATTRIBUTES

- Ability to work to strict deadlines
- Good working knowledge of Sage Micropay desirable
- Excellent numeracy skills
- Good written and oral communication skills
- The integrity and honesty to respect confidential information
- Exemplary attention to detail and accuracy
- Outstanding time management and organisational skills
- high level of initiative, with sense of responsibility
- Relationship skills: An effective team player, with developed communication skills to focus on building and maintaining strong relationships with Payroll process stakeholders

EXPERIENCE AND QUALIFICATIONS

- IPASS qualification
- Previous payroll experience with a payroll bureau, ideally with Sage Micropay; 2 years' experience
- A detailed knowledge of PAYE (including BIK) and PRSI
- Familiarity with ROS and EFT processes
- Computer literate (MS Office) Excel
- Knowledge of employee entitlements and employment legislation

Please forward updated CV to careers@aurivo.ie before **16th April 2021**.
The company reserves the right to select a shortlist from the applications received