JOB SPECIFICATION
Grade V Payroll Officer – St Michael's House

Job Title: Grade V Payroll Officer
Department: Payroll/Salaries Department
Reports to: Grade VII Payroll Manager
Location: St Michaels House Head Office Ballymun Road
Contract: Whole-time permanent 35 hours Per Week

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1. Role Purpose

The Grade V Payroll Officer will assist in the effective and efficient operation of a busy Salaries Department, ensuring the accurate, timely and compliant processing of payroll for employees within the organisation.

The post holder will act as a key link between the Payroll Department and relevant Human Resources, Pensions, Finance, and other departments, facilitating the accurate and timely exchange of information necessary for the effective administration of employee salaries and related payments.

The role requires a strong working knowledge of payroll systems, current payroll legislation, taxation requirements, financial controls and relevant Health Service Executive (HSE) policies and procedures.

The post holder will contribute to the ongoing development and improvement of payroll systems and processes, support the delivery of a high-quality payroll service.

2. Key Duties and Responsibilities

2.1 Payroll Administration and Processing

- Assist in the day-to-day operation of the Payroll/Salaries Department, ensuring the accurate and timely processing of salaries and related payments.
- Manage and administer payroll activities using an integrated payroll system within a large organisation.
- Ensure that payroll information is processed accurately and in accordance with approved procedures, relevant legislation, and organisational policies.
- Liaise with Human Resources regarding new employees, resignations, promotions, changes to terms and conditions, leave arrangements, pay claims, and other employment-related agreements. Including PWC Audits, CNM1 uplift calculations and referable amounts calculations for pensioners.
- Ensure that all payroll inputs are appropriately authorised, recorded, and processed within the required payroll deadlines.
- Maintain accurate and up-to-date payroll records to support operational requirements, reporting obligations and statutory compliance.
- Respond to payroll-related queries from employees and relevant departments in a timely, professional, and confidential manner.

2.2 Payroll Compliance and Legislation

- Maintain an up-to-date knowledge of payroll legislation, taxation requirements and other statutory obligations affecting payroll administration.
- Monitor legislative, regulatory and Health Service developments that may affect payroll operations.
- Identify the implications of legislative and procedural changes and assist in developing and implementing the necessary payroll procedures.
- Ensure that payroll practices comply with relevant legislation, HSE requirements, organisational policies and established financial controls.
- Maintain appropriate records and documentation to meet statutory requirements and facilitate internal and external audits.
- Support the consistent application of payroll policies and procedures, ensuring accuracy, confidentiality, and accountability in all payroll activities.

2.3 Payroll Costing and Financial Reporting

- Undertake the costing of pay claims and related payments in accordance with HSE requirements and applicable procedures.
- Monitor the costing of staff payments and ensure that payroll expenditure is accurately recorded.
- Ensure the correct coding of payroll information to the Nominal Ledger.
- Prepare, review, and reconcile payroll reports, investigating discrepancies and taking appropriate corrective action.
- Ensure that payroll reports are accurate, complete, and submitted within agreed deadlines.
- Liaise with Finance and other relevant departments to resolve payroll costing, coding, and reconciliation queries.
- Assist in the preparation of payroll information required for financial reporting, budgeting, forecasting, and audit purposes.

2.4 Systems Development and Process Improvement

- Assist in maintaining and updating payroll systems to improve efficiency, accuracy, and service delivery.
- Review existing payroll procedures and working practices, identifying opportunities for improvement and standardisation.
- Participate in payroll system updates, testing, implementation, and the development of improved processes, as required.
- Assist in the preparation and presentation of payroll information for Staff Induction and other relevant staff information sessions.
- Contribute to the development, documentation and maintenance of payroll procedures and operational guidance.
- Support the implementation of organisational and Health Service changes affecting payroll systems, processes, and working practices.

2.5 Liaison and Communication

- Maintain effective working relationships with Human Resources, Pensions, Finance, and other relevant departments.
- Ensure the accurate and timely exchange of information between Payroll and other functions to support effective employee administration.

- Maintain professional and effective communication with employees regarding payroll-related matters.
- Liaise with relevant managers and departments to investigate and resolve payroll discrepancies and queries.
- Communicate payroll requirements, deadlines, and procedural changes clearly to relevant stakeholders.
- Promote a responsive, customer-focused payroll service based on accuracy, fairness, confidentiality, and professionalism.

2.6 Year-End and Other Reporting Requirements

- Assist with the overall payroll year-end process, ensuring that required information is accurate, complete, and submitted within the relevant deadlines.
- Assist in the preparation of statutory returns, reconciliations and other year-end documentation as required.
- Maintain appropriate records to support reporting, audit, and compliance requirements.
- Assist with the provision of payroll information for management reports, audits, and other organisational requirements.

2.7 General Responsibilities

- Maintain strict confidentiality in relation to employee information, payroll records, and other sensitive data.
- Adhere to relevant data protection requirements, organisational policies, and procedures.
- Keep abreast of developments and changes in practice across the Health Service that may affect the role.
- Participate in relevant training and professional development to maintain and enhance knowledge and skills.
- Carry out all other duties appropriate to the grade and nature of the post as may be assigned from time to time.
- Contribute to the ongoing development of the post and the continuous improvement of the Payroll Department.

The duties outlined above are not intended to be an exhaustive list of all responsibilities associated with the post. The post holder may be required to undertake other appropriate duties from time to time and to contribute to the ongoing development of the role.
This job specification outlines the principal areas of accountability at the present time and will be reviewed and assessed on an ongoing basis. Organisational structures and reporting relationships may be subject to change.

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3. Person Specification

3.1 Qualifications and Eligibility

Eligible applicants must meet the applicable minimum qualification or eligibility requirements for the Grade V Officer competition.

Essential Criteria:

- Have 2 years plus experience as a Payroll Officer.
- Have experience of working on large payrolls 1,800 plus employees.
- Have experience of working on softworks time and attendance system.
- Have experience of working on Megapay.

- Have an advanced skill level of Excel.
- Have obtained an IPASS qualification. (CPT) Certificate in Payroll Techniques.
- Strong Teamwork Skills.

Desirable Criteria

- Hold a full Irish Driving Licence.
- Have previous Public Sector experience

3.2 Essential Experience and Knowledge

Candidates should demonstrate the requisite knowledge and ability to perform the duties of the role, including:

- Knowledge of payroll administration and the operation of an integrated payroll system.
- A sound understanding of payroll processing, taxation requirements, and relevant payroll legislation.
- Experience in maintaining accurate payroll records and preparing payroll reports.
- Experience liaising with HR, Finance, Pensions, or other relevant departments.
- The ability to manage competing priorities and meet strict payroll deadlines.
- Strong numerical, analytical, and problem-solving skills.
- A high level of accuracy, attention to detail and confidentiality.
- The ability to communicate effectively with employees, colleagues, and management.

4. Core Competencies

Candidates should demonstrate the following competencies relevant to the role:

Knowing the Health Service and How It Works

- Understanding the operating environment, policies, and procedures relevant to payroll within the Health Service.

Planning and Managing Resources

- Organising workloads, prioritising deadlines and ensuring the effective use of departmental resources.

Creating Team Spirit

- Working collaboratively with colleagues and supporting the development and performance of the payroll team.

Being the Communication Channel

- Communicating clearly and effectively with Payroll, HR, Pensions, Finance, employees, and management.

Influencing People and Events

- Building effective working relationships and contributing constructively to the resolution of payroll issues.

Managing Individual Performance

- Taking responsibility for the quality and timeliness of work and supporting performance standards within the team.

Embracing the Change Agenda

- Adapting to legislative, organisational, and technological changes and contributing to continuous improvement.

Being a Role Model

- Demonstrating professionalism, integrity, accountability, confidentiality, and a commitment to high standards.

5. Health
Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

6. Character
Candidates for and any person holding the office must be of good character.

7. Particulars of Office
- **Appointment:** Whole-time permanent and pensionable, subject to the applicable terms and conditions.
- **Panel:** A panel may be formed to fill upcoming temporary vacancies.
- **Reporting arrangements:** The post holder will report to the Grade VII Payroll Manager.
- **Annual Leave 30 days per annum**

St. Michael's House is an equal opportunities employer