

Job Title: Accounts (Payroll) Administrator	Reports to: Senior Accountant
Location: Dublin South	Job Type: Full-Time Permanent

Job Summary:

Reporting to the Senior Accountant, the Payroll Administrator will focus primarily on payroll with the opportunity to be involved in a wide range of tasks within the Accounts Department.

Job Responsibilities:

- Assisting with the processing of the various company payrolls and dealing with related queries in a timely manner.
- Keeping accurate records of contracts and holiday pay entitlements.
- Posting of the Weekly Payroll Journal to the Accounts System (SAGE).
- Processing of International Payments ensuring suppliers / agents are paid on a timely basis.
- Entering transactions from bank statements onto accounts system and completing bank reconciliations thereafter.
- Liaising with and working with other members of the accounts team to ensure that month end procedures and other related reporting deadlines are met and the production of monthly reconciliations to support same.
- Filing of submissions to Revenue.
- Any other duties that fall within the employee's capabilities.

Minimum Education/ Experience Requirements:

- Strong attention to detail essential.
- Experienced in MS office (Excel - intermediate, Word, Outlook).
- 2 to 3 years work experience in an Accounts/Payroll Department.
- Some experienced of Accounts Software, Sage desired.
- Some experienced of Payroll Software, Sage Micropay Professional desired.
- Experience processing multiple payrolls simultaneously an advantage.
- The ideal candidate is an Accounting Technician or has a qualification in Payroll.
- Must be legally entitled to work full time in Ireland for any employer.

About Griffith College

Established in 1974, Griffith College is Ireland's largest independent 3rd level institution with locations in Dublin, Cork and Limerick. The main campus is situated on seven acres within a mile of St. Stephen's Green on Dublin's South Circular Road. Griffith College enjoys national and a growing international reputation for student success. The College has gained an enviable, award winning reputation for providing students with first class lectures and excellent study material. Griffith College offers internationally recognised postgraduate and undergraduate degree programmes,



complimented by a wide range of professional, short term and corporate training educational solutions - in Griffith college, there is something for everyone. Today there are over 7,000 students studying in the College, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Click the link for more information. <http://www.griffith.ie/>

Why work for Griffith College?

- Stunning historical premises on 7 acres of land.
- Competitive salary.
- Training and Development opportunities.
- Free parking facilities.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of proposed areas of activity and will be amended in the light of the changing environment within the Faculty and the College.

Griffith College is an equal opportunities employer. Candidates must be eligible to work full-time for any employer in Ireland. We thank everyone for their applications, however, only candidates selected for interview will be contacted.