

CPL Integrated Services – Accounts Administrator

Department: Finance Department
Reporting to: Finance Manager

Job Description:

Accountable for providing comprehensive, effective and efficient administrative support to CPL IS Finance department with regard to Payroll, Pay & Bill operations. The candidate will be proactive in dealing with issues, while observing policies and procedures and be proactive in improving existing policies and procedures. The ideal candidate will work closely with Payroll and Accounts Payable function.

Responsibilities

Communication

- Be a point of contact for Finance related queries internally & externally.

Payroll

- Collating payroll information from time & attendance system for CPL IS employees on one or multiple Client sites.
- Setup new employees on payroll system.
- Processing of monthly and weekly payroll including starters and leavers.
- Ensuring payroll payments are processed by payroll deadlines.
- Ensure all expense claims have receipts and manager approval before processing them for payments.
- Assist in monthly payroll reconciliations and processing payroll journals.

Administration & Reporting

- Implement and maintain administration processes necessary to support the finance function primarily.
- Ensure Vendors invoices are processed and paid within agreed payment terms.
- Assist in posting bank transactions and bank reconciliations.
- Issue Customer invoices and deal with customer queries in timely manner.
- Assist Finance Department with additional tasks not limited to administration, audits, and compliance testing/reporting.
- Other ad-hoc reports or tasks as requested.

Location:

- You are accountable for providing a service to a number of CPL IS locations. Your primary location will be Trigon House, Arena Road, Sandyford, however you will be required to work and train in other CPL IS locations, as and when required.

Essential Competencies:

The suitable candidate must have a deep rooted passion for delivering success. The suitable candidate will have formidable experience and working knowledge of:

- Excellent communication & interpersonal skills.
- Ability to interact professionally with a diverse range of stakeholders.
- Proficiency in Microsoft office suite particularly in Excel.

- Excellent attention to detail and accuracy.
- Ability to identify and analyse issues and problems, developing solutions and using judgment to make sound and dependable decisions
- Good time management skills and ability to meet strict deadlines.
- Must be a good team player.
- Be flexible and innovative with strong ability to work in fast paced environment.

Candidate Profile:

- Certified Payroll Technician (IPASS) or qualified Accounting Technician is desirable but not essential however, the ideal candidate must be interested in achieving either of the qualifications.
- Minimum of 1 year experience in an accounting role which demonstrates numeracy and literacy skills.
- Knowledge of Irish payroll system would be a distinct advantage however, full training will be provided to a successful candidate.
- Strong interpersonal and excellent organisational skills.
- Strong attention to detail.
- Fluent level of the English language – written and spoken.
- Proficient in Microsoft Office programmes particularly Excel.
- Ability to multi-task and work to tight deadlines.
- Flexible and adaptable where required.
- The ability to work on own initiative with sound judgment.
- Adheres to strict compliance protecting confidential, sensitive information and materials.

How to apply:

Interested candidates should forward their CV and Cover Letter stating their reason for applying and what attributes they feel they can bring to the role if successful to Emer Gernon – Global HR Business Partner – emer.gernon@cpl.ie via softcopy only.

Please note shortlisting will commence immediately. All applications will be treated with the strictest of confidence. Occipital is an Equal Opportunities Employer.