

Ballyhoura Development CLG

Job Description

Job Title: Accounts & Payroll Administrator

Location: Kilfinane, Co. Limerick

Reports to: Line Manager as appointed by the CEO of Ballyhoura Development

This person will play a key role in maintaining payroll and accounting systems, books and records already in operation. The role requires efficiency, excellent attention to detail, discretion, consistency and confidentiality.

Key Responsibilities include:

- Implementation and maintenance of existing payroll and accounting systems in place
- Liaise with scheme personnel regarding the completion of personnel forms for the payroll system, including filling commencement forms, annual renewals, time-sheets, reporting etc.
- Liaise with funders around reporting and any paperwork requirements
- Process Garda Vetting as appropriate
- Accounts payable and receivable in line with company systems, policies and procedures
- Maintain personnel files
- Monitoring and control of PPE
- Maintenance of accounting records, Creditors Ledger and payments
- Maintenance of Fixed Asset Register
- Liaise with other staff members on behalf of the Accounts Team
- Compilation of reports as required / instructed
- Participate in and comply with all company actions and activities relating to continuous improvement, such as the Q Mark, the Governance code and any other continuous improvement processes implemented by the company;
- Understand, be aware of and comply with all company policies and procedures;
- Attend any compulsory training organised by the company, and participate in other training events or courses relevant to your role.
- Any duties assigned from time to time by Line Management

Person Specification:

- A relevant third level qualification / payroll qualification or equivalent such as accounting technician
- A good working knowledge of accounts software
- Minimum 4 years relevant experience of working on payroll and accounting administration work
- Experience of HR / personnel administration work
- A good knowledge of entitlements of the P.A.Y.E taxation system is desirable
- High proficiency in Microsoft Office essential
- Own transport essential

This is a temporary full-time role of 35 hours per week. A specific-purpose contract will issue to the successful candidate and will contain a probationary period.