



Job Title: Payroll Officer

Reporting to: Head of Finance

Contract Type: Fixed Purpose , Maternity Leave Cover

Location: Park West

Job Reference: FRGJOB_733

About Foróige

Foróige is an independent, non-profit national voluntary youth organisation engaged in out-of-school youth development and education. The organisation enables young people to involve themselves consciously and actively in their own development and the development of society. Foróige employs over 500 staff and involves thousands of volunteers in the creation and delivery of high quality services to young people through the operation of over 400 Foróige Clubs, the Big Brother Big Sister Programme and over 140 General Youth Services and Special Projects - including over 40 Youth Diversion Projects.

About the Role

This is a maternity cover post which will offer the right candidate a truly rewarding opportunity to contribute to the finance function of the organisation and to further develop their own career.

The successful candidate, will be responsible for the main payroll function within finance, maintaining salary budgets for all staff on the main payroll, the continuous updating of payroll budgets within Business World and the transfer of monthly pay to Business World. In addition the post will contain some accounting analysis work, payroll budgeting and liaison with external auditors. Full training and support will be provided to the successful candidate.

Key Responsibilities

- To process the main monthly payroll for approx 550 staff with full adherence to documented payroll procedures.
- Assist in on-going review and update of payroll procedures.
- The preparation of all payroll reports including, gross to net, master payroll listing, payroll workings reports, pension reports, vhi reports, cycle to work, and others as required.
- The maintenance of the Master payroll for the main payroll function. This will include updates for all pension adjustments, joiners, leavers, transfers between projects, parental leave, maternity leave, bike to work and other adjustments to the main payroll.
- Maintain the master records on Micropay.
- Obtaining and actioning management and HR reports in advance of the payroll completion date.
- ROS Reporting.
- Transfer of the monthly payroll to Business World and the maintenance of salary budgets for the main payroll within Business World.
- Provide salary and salary budget information to members of the management team.
- Meet with the HR manager/department as required.
- Dealing with queries from staff on the main payroll.
- Processing electronic payslips.
- Secure maintenance of all payroll files.
- Liaise with external auditors as required.
- Assist with the cross-check of the bi-monthly and part-time payrolls as required.
- Assist with the preparation of quarterly and annual reports to funders.
- Any other duties as may be assigned from time to time.

Professional Qualifications and Experience (E=Essential; D=Desirable)

- IPASS Qualification (E)
- Finance Qualification (D)
- Recent experience of processing a payroll of 300+ people on a monthly basis. (E)
- Recent experience of processing Revenue Reports (E)
- Experience preparing payroll budgets and reports for Management (D)

Person Specification (All Essential requirements)

- Excellent standards of accuracy and attention to detail.
- Ability to be proactive, use own initiative and work effectively within a pressurised environment.

- Positive and flexible approach to team working
- Ability to plan and organise a varied and busy workload, including handling conflicting priorities and meeting deadlines.
- Good interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships.
- Good written communications skills, including ability to prepare budget and financial reporting information and correspondence.

Requirements of all Foróige staff (All Essential Requirements)

- Commitment to the purpose of Foróige and to work within the values, policies and procedures of the organisation
- To act consistently in a professional manner at all times
- To participate in regular supervision with your line manager
- Identify training needs with your line manager and participate in training opportunities appropriate to the role
- To participate in regular 1:1 meetings with your line manager

Benefits

Salary: Foróige Intermediate Support Services Officer Salary scale (7 point scale) : €38,535 to €49,176 Salary will be based on experience.

Annual Leave: 29 days annual leave (pro rata for FP contracts) plus Good Friday

Pension: Contributory pension benefits.

Training & Development: Structured onboarding together with a 9 day Foróige Induction Programme. Ongoing CPD.

Study Leave: Up to 5 days paid Study Leave per year of course.

Organisation Culture: Support & Supervision policy and practises that supports your professional development.

EAP: 24/7 Employee Assistance

Career Break: Up to 2 years Career Break after 3 years service.

Unpaid Leave: Up to 6 months Unpaid Leave Break after 1 year service

Flexible Work: Flexible work practices that support work life balance. (Remote Working Policy (Hybrid) applies post Probationary Period)

Maternity and Paternity Benefit: Top up Maternity and Paternity Benefit pay.

Other Information

Hours of work: You will be expected to work a minimum of 35 hours per week.

Applications: To apply please fill out our [online application form](#).