

## **Clarecare: Payroll & Accounts Administrator** **(<https://www.activelink.ie/node/109663>)**



### **Payroll & Accounts Administrator - Clarecare, Ennis**

Clarecare is a professional accredited social enterprise with charitable status, providing a range of person-centred social services to individuals and families in County Clare for over 55 years. Current services include Family Support, Older Person Services and Bushypark Residential Addiction Treatment Centre. Clarecare's headquarters are based in Ennis with local offices in Bushypark, Shannon, Kilrush, Killaloe and Ennistymon. Further information is available on: [www.clarecare.ie](http://www.clarecare.ie) (<http://www.clarecare.ie>) [www.bushypark.ie](http://www.bushypark.ie) (<http://www.bushypark.ie>)

**Our Mission:** is to provide person-centred services to individuals and families within our communities.

**Our Vision:** is to be the trusted quality care provider within our communities by supporting individuals and families to reach their full potential.

**Our Core Values:** • Collaborate • Accountability • Respect • Empathy • Trust

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**Job Title:** Payroll & Accounts Administrator

**Job Location:** The position is based in Ennis, Co. Clare and will from time to time, require some travel to other Clarecare locations. This position is an on-site attendance.

**Reporting to:** Head of Finance

**Hours of Work:** This is an on-site, full-time permanent role (subject to successful completion of 6-month probation & ongoing receipt of funding). Full-time hours 9.30am to 5.00pm with 30 mins lunch break over 5 work days per week (Monday to Friday inclusive). Flexibility and willingness to work outside of normal hours of work is required.

**Annual Leave:** 26 days annual leave per annum per full leave year (Jan-Dec).

### **RESPONSIBILITIES OF THE POSITION:**

#### **Key Responsibilities include:**

- With minimal supervision process payroll across weekly and monthly frequencies using Sage payroll.
- Deal with staff payroll related queries in an accurate, timely and efficient manner. Develop good working relationships with staff.
- For each payroll period, liaise with the Human Resources Manager to obtain monthly payroll amendments for processing i.e. details of new joiners/leavers, pension, sick leave/other forms of leave and changes in existing staff hours/rates of pay. Incorporate any mandatory/voluntary deductions on a timely basis to meet payroll net pay deadlines.
- Generate and upload all end of period payroll costs to Sage 50 Accounts.
- Preparation of payroll cost analysis.
- Month end reconciliation of payroll related general ledger accounts.
- Assisting with Monthly Management Accounts.
- Submit to revenue payroll and enhanced reporting submissions.
- Adhere to strong internal controls to ensure best practice.
- Support System enhancement testing.
- Liaise with third parties e.g. Health Insurance, pension providers, etc.
- Maintain all payroll records as required by Revenue and Clarecare's Data Retention Records.

- Processing of all employee expense claims through the monthly staff payroll.
- Submit statistical returns to the CSO and other relevant bodies, on a timely basis.
- Maintain payroll confidentiality at all times.
- Create and maintain control documentation, process flows and procedures.
- Perform any related duties as may be required from time to time

### **General Responsibilities include:**

- To adhere to Clarecare's policies and procedures in relation to all work with Clarecare.
- To maintain files in accordance with Clarecare's standards in order to ensure that good record keeping practices are in place.
- To work as part of the wider Clarecare Structure.
- To maintain confidentiality and professional boundaries in all aspects of your work.
- To support the work of staff, volunteers, students and others involved in Clarecare.
- To attend supervision sessions with your Line Manager.
- To perform such other duties appropriate to the office as may be assigned to you by the Head of Finance.

### **REQUIREMENTS/QUALIFICATIONS FOR THE POSITION:**

#### **Essential Requirements:**

- IPASS Payroll Qualification and/or Accounting Technician Qualification.
- Using payroll applications preferably Sage, have a minimum of 2 years relevant experience co-ordinating, administering, processing and reviewing payroll's with varying degrees of complexity and size, across weekly and monthly frequencies.
- Detailed knowledge of payroll taxes.
- Strong technical, organisational and attention to detail skills, with the ability to meet strict deadlines.
- Experience of allocating employee payroll costs across different cost centres.
- Proven interpersonal skills with the ability to work on own initiative and as part of a team.
- Excellent computer skills including payroll and accounts applications, MS Excel, Word, Outlook.
- "Can do" attitude, remaining calm under pressure with flexibility to meet changes in working requirements..
- Ability to communicate effectively at all levels in the organisation, together with the ability to liaise/communicate effectively with various service providers/statutory bodies.
- Ability to maintain the principles of confidentiality in all areas of work.
- A positive 'fit to work' pre-employment medical.
- A positive Garda vetting disclosure through Clarecare.
- Two positive written employment references from your current/most recent employer(s).

#### **Desirable:**

- Used to working to month end deadlines.
- Experience of liaising with external auditors.
- Experience of Department of Social Protection CE Schemes.
- Full clean driving licence with a commitment to indemnify Clarecare as the employer.
- A knowledge of the philosophy and & ethos of Clarecare.

**Enquiries:** Please contact Ita Hastings on 086 – 2014474 (tel:0862014474). The salary for this position will be commensurate with qualifications and relevant experience. Salary is paid monthly into a nominated Bank Account by EFT.

**NOTE:** The above list of duties is not exclusive or exhaustive. Unforeseen policy changes or emerging needs may create new and different demands on the position. The post holder will be required to undertake such tasks as may reasonably be expected within the scope of the role.

**Closing date for applications: 5pm on Friday, 2nd August 2024**

**[PLEASE CLICK HERE TO APPLY \(https://app.occupop.com/shared/job/payroll-accounts-administrator-clare-3c434\)](https://app.occupop.com/shared/job/payroll-accounts-administrator-clare-3c434)**

#### **Region**

Ennis, Co Clare

**Date Entered/Updated**

19th Jul, 2024

**Expiry Date**

2nd Aug, 2024

**Attachment****Size**

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