

## **Pieta: Payroll & Accounts Assistant** **(<https://www.activelink.ie/node/111637>)**



### **Job Title: Payroll & Accounts Assistant**

**Work Location:** Pieta Head Office, Tallaght with hybrid working option

**Salary:** €34,000 to €40,000 depending on experience

**Hours:** 35 hours per week, Monday to Friday 09.00 – 17.00 with 1 hour for lunch

**Contract Type:** Permanent

### **Role and Responsibilities:**

Pieta is seeking to recruit a Payroll & Accounts Assistant reporting to the Finance Manager (Operations). This is a key position in the finance team of Pieta and will collaborate closely with all the finance team members, Pieta managers and external stakeholders. Duties will include, but not limited to, the preparation, analysis and processing of the monthly payroll and pensions for all Pieta employees, ensuring full statutory and internal compliance relating to all payroll and pension matters, primary point of contact of all payroll and pension queries, primary point of contact of all payroll and pension audit queries and to assist accounts payable and operations team with various administrative and payment related matters. This role will provide significant input and support across the department and to the Finance Manager (Operations). Being able to work on own initiative, be self-directed and organised are requirements of the role while being a strong team player. A strong focus on the internal compliance, control and governance environment is also required.

### **Below outlines the key duties and responsibilities of this position**

- Preparation, analyse and process the monthly payroll and pension for all Pieta employees.
- Ensure full regulatory and internal compliance for all payroll and pension matters.
- Primary point of contact for all payroll and pension related matters for employees.
- Liaise with external stakeholders on payroll and pension requirements.
- Provide monthly reports and analysis to Finance Manager and Director of Finance.
- Key point of contact for external and internal auditors for payroll and pension matters.
- Assist accounts payable with the monthly processing and payment of invoices and expenses
- Assist the wider finance department and operations team on various monthly accounting tasks.
- Development and continuous enhancement of policies & procedures
- Work on finance operations projects, as assigned
- Contribute to continuous improvement in the department and role.

### **Core competencies of the role:**

- Financial and commercial acumen
- Analytical
- Problem solving
- Teamwork
- Adaptability
- Communication
- Decision making
- Time management

## Education, Skills, and Experience required:

- Excellent experience in full payroll and pension management and processing
- Irish payroll qualification
- Minimum 3 years working in finance department
- Experience in the Not-for-Profit sector desirable
- Ability to plan, organise, and prioritise workload and to meet deadlines on time
- Successful track record of introducing and implementing process improvements.
- Excellent communication and presentation skills
- Excellent relationship skills for internal and external collaboration and stakeholder management
- Advanced IT skills and working knowledge of MS Office and reporting
- Strong attention to detail
- Self-motivated with the ability to take initiative with a strong team and collaborative mindset

## How to Apply:

Applications for this post should be made via our website (<https://www.pieta.ie/careers>) by 31st October 2024. Please attach a CV and cover letter outlining your particular suitability for the role.

***Pieta is an equal opportunities employer and we welcome applications from all people. As part of our commitment to diversity, equality and inclusion, if you require reasonable accommodation as part of our process to apply for a job, to participate in an interview, or to join our team, please contact [recruitment@pieta.ie](mailto:recruitment@pieta.ie) (<mailto:recruitment@pieta.ie>). We will work with you to identify the appropriate accommodations that suit your needs. Pieta does not discriminate against any applicant or employee on the basis of disability and will respect the confidentiality of any medical or personal information.***

### Region

Dublin 24 / Hybrid

### Date Entered/Updated

21st Oct, 2024

### Expiry Date

31st Oct, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/interest-groups/111637-pieta-payroll-accounts-assistant>