

Role: Payroll Analyst (x 2)
Area: Business Services
Sub-Area: Transaction Services – Finance
Location: Cork
Duration: Permanent and Temporary
Salary: Competitive
Ref: 354BS22



Irish Water is Ireland's national regulated water utility and is responsible for providing water and wastewater services throughout Ireland. Our mission is to ensure all of our customers receive a clean, safe and reliable supply of drinking water and have their wastewater collected and safely returned to the environment. We will protect the health and well-being of the people of Ireland, protect the environment in all our activities and support Ireland's social and economic growth through appropriate investment in water services.

The Role:

The Finance Transaction Services team within the Irish Water is responsible for providing a consistent, effective and cohesive service to the Irish Water business in relation to finance and accounting activities including; General accounting, accounts payable and receivable, bank reconciliation, tax accounting and fixed asset accounting.

Reporting to the Payroll Manager, the Payroll Analyst has responsibility for payroll processing for the staff of Irish Water.

Main Duties and Responsibilities:

- Responsible for the processing of fortnightly and monthly Payroll for Irish Water staff
- Processing expenses for employees in a timely manner and in-line with company policies
- Responsible for reconciling data from MyWork to CorePay on a fortnightly basis
- Adhering to all Payroll controls and deadlines
- Ensuring compliance and adherence to the policies set down by Revenue and the management team
- Responsible for the approval of expenses that flow through to Expense Auditor on MyWork, ensuring Company policy is adhered to
- Prepare necessary reconciliations and returns such as Pension and CSO in line with deadlines
- Manage queries from Irish Water Management, HR/ ER/ C&B, Staff, Pensioners, and external bodies such as Revenue and Social Welfare as required
- Manage staff and manager queries about Time, Absence and Expenses on the MyWork system
- Providing reports relating to payroll and expenses for cashflow forecasting of payments
- Executing Payroll and Expense Interfaces for GL month end processing
- Monitor and ensure adherence to Service Level Agreements with business areas
- Generate monthly management reports and analysis as required
- Participate in upgrades of Core and MyWork Systems, as required
- Educate and support users on the use of MyWork system for Time, Absence and expense submission
- Support internal and external audit activities and provide documentation as required
- Implement process improvements and streamline processes
- Other duties as required from time to time

Knowledge, Skills and Experience:

- Minimum five years' experience in end to end payroll processing
- Third-level Payroll / Financial qualification desirable
- Experience with Oracle Systems desirable
- Experience of working in a business / transactional services environment an advantage
- Detailed knowledge and application of Revenue rules/ legislation and Social Welfare legislation
- Ability to work with others to ensure success in the performance of a team
- Strong interpersonal (verbal and written) communication skills
- Ability to communicate with various levels of management
- Decision-making, problem-solving, and analytical skills
- Organisational, multi-tasking, and prioritising skills, with ability to consistently meet deadlines
- Proven effective time management skills with the ability to prioritise and remain focused
- Flexible with regards working in a changing environment and the ability to adjust to new work structures, processes, and requirements as necessary
- Proactively identifying new areas of learning and using newly gained knowledge and skill on the job
- Striving for quality and ensuring consistent high standards of work

Applications, including current Curriculum Vitae, should be emailed to the following address stating the job title and reference number in the subject line of your email:
careers@water.ie.

The closing date for receipt of applications for this vacancy is **8th December 2022**
Please note that applications submitted after this closing date will not be accepted.

Irish Water is an equal opportunities employer.

We are committed to providing a diverse and inclusive place of work and have a robust strategy and framework called ibelong to enable this. We are an equal opportunity employer and through our recruitment process we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.

