



Role: Payroll Specialist
Area: Business Services
Sub-Area: Finance Transaction Services
Location: Cork

Duration: Specific Purpose **Salary:** Competitive **Ref:** 110S19

Ervia is a commercial semi-state company which provides strategic national gas and water infrastructure and services in Ireland. Through our regulated business, Gas Networks Ireland, we build and operate one of the most modern and safe gas networks in the world. In 2014, we took responsibility for the operation and maintenance of Ireland's water and wastewater assets through our other regulated business Irish Water. Ervia directly employs over 1,600 people who deliver services to 1.6 million customers daily. We are guardians of the national assets and experts in our field. Our infrastructure supports economic and social development, protects the environment and enhances the health and quality of life of the Irish people.

Background:

The Transaction Services function within the Ervia Shared Service Centre is responsible for providing a consistent, effective and cohesive service to Ervia in relation to finance and accounting activities including; Accounts payable and receivable, bank reconciliation and payroll services. Shared Service Finance will provide these services to all of Ervia's organisations including; Ervia Networks, Group and Irish Water.

The Role:

Reporting to the Payroll Supervisor, the Payroll Specialist has responsibility for payroll processing for the staff of Shared Services.

Duties and Responsibilities:

- Responsible for the processing of Payroll for staff and pensioners including PAYE Modernisation
- Processing Expenses for employees
- Issuing payslips and expense remittance advices
- Adhering to Payroll Controls
- Ensuring compliance and adherence to the policies set down by management team
- Prepare necessary reconciliations and returns such as Pension and CSO in line with deadlines
- Liaising / Dealing with queries from Ervia Management, Staff, Pensioners, and external bodies such as Revenue and Social Welfare as required
- Preparing information relating to Payroll & Expenses for cashflow forecasting of payments
- Responsible for ensuring Time & Attendance records are signed off weekly in line with agreed processing deadlines
- Generating Payroll and Expense Interfaces for GL processing
- Monitor and ensure adherence to Service Level Agreements with Business Units
- Generate monthly management reports and analysis as required
- Oversee / Participate in upgrades of Core Systems as required
- Educate and support users on the use of payroll systems
- Implement process improvements and streamline processes
- Provision of Support Services with Shared Services Finance
- Other duties as required from time to time

Knowledge, Skills and Experience:

- Payroll / Financial qualification desirable
- At least 3 years payroll processing experience desirable
- Experience with Core Systems

- 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 prioritizing skills
- 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

The closing date for receipt of applications for this vacancy is 20th September 2019

Applications, including a current Curriculum Vitae should be emailed to: recruit@ervia.ie

Please include the Reference Number for this Role when making an application