**Job Description: Payroll Officer**

Hours:

Fulltime

Reporting to:

Head of Finance

Location: based in Dublin

Salary Scale:

30,041 – 47,938

**Role overview**

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness and the harm caused by substance misuse and social disadvantage.

The roleof **Payroll Officer** is a very important position within the Finance department and the post holder will be required to work closely with the Human Resource department and PVMT Services to ensure the effective operation of the payroll function.

**Responsibilities**

* Managing the end-to-end payroll process for all employees, ensuring timely and accurate payment.
* Maintaining and updating payroll records, including new hires, leavers, and changes in pay rates.
* Ensuring compliance with relevant legislation and internal policies.
* Handling payroll queries from employees and resolving any issues promptly.
* Preparing and submitting payroll-related reports to the Head of Finance and other department Directors.
* Coordinating with the finance team to ensure accurate recording of payroll expenses.
* Preparation of payroll-related returns to Revenue, including PAYE, PRSI, and USC.
* Ensuring adherence to the organisation’s internal financial controls with regard to payroll processing.
* Supporting the annual financial audit of the organisation.
* Any other duties that may be assigned by the Head of Finance from time to time to ensure the delivery of service.

**Experience Required**

**Qualifications, Skills and Experience required;**

* 5 to 10 years of relevant payroll experience.
* Knowledge of the Megapay payroll system is essential.
* Strong understanding of payroll legislation and compliance requirements.
* Experience in payroll software and Excel.
* Strong financial controls ethos.
* Experience of working as part of a team.
* Excellent communicator with strong interpersonal skills.
* Experience in the not-for-profit sector is desirable but not essential.

**Other Information**

* **Confidentiality**: It is a condition of service that all information obtained during the course of employment, especially with regard to participants affairs is treated with the strictest confidence.
* **Equal Opportunities**: To implement Equal Opportunities into your daily practice at all times
* **Health and Safety**: To be responsible for your own health and safety and that of your Colleagues in accordance with relevant PMVT policies and procedures.

**Employee benefits**

• Core Professional Training and CPD

• Cycle to Work Scheme and Tax Saver

• Death in Service Benefit

• Employee Assistance Programme

• Career progression opportunities

**How to apply:**

**To apply please download the application form or visit pmvtrust.ie/careers:** [**Application Form**](https://pmvtrust.ie/wp-content/uploads/2024/01/PMVT-Application-Form.docx)

**Completed application forms should be sent to** ***recruitment@pmvtrust.ie***

**along with your CV and Cover Letter.**

Peter McVerry Trust is an Equal Opportunity Employer.

Registration Number 412953 | Charity Number CHY7256