

# Payroll Officer (Grade IV) (Permanent & Temporary Full Time Positions)

**Applications are invited from suitably qualified persons for the above vacancy.**

The post-holder is responsible for the management and administration of the monthly & fortnightly Payrolls, and for overseeing the efficient operation of the payroll function in line with statutory regulations, hospital, HSE and Department of Health & Children policies, procedures and regulations.

***The candidate must, on the latest date for receiving completed application forms for the office, possess:***

- Experience of working within a Payroll and Superannuation function or related area
- Ideally at least 1 year's payroll experience
- Work on own initiative as well as in a team environment to meet tight deadlines, is flexible, positive, and confident. With excellent communication skills with an attention to detail
- Good IT skills, including proficiency in the application of Microsoft Office
- Excellent numerical skills
- Administration of full payroll cycle including payroll submissions
- The successful candidate will have recent experience of working in payroll and a detailed knowledge of payroll legislation, Tax, PAYE, etc. Experience of working in a similar role in a hospital/healthcare environment and of using Megapay payroll software will be an advantage.
- Ability to contribute significantly to the strategic perspective of the hospital
- A recognised 3rd level qualification in the area of Payroll or related course is desirable.

Informal enquiries in relation to this post to Mr Sam Dunwoody, Director of Finance by email at [sam.dunwoody@nrh.ie](mailto:sam.dunwoody@nrh.ie)

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### ***Why Working at the National Rehabilitation University Hospital***

The NRH is a dynamic, multi-disciplinary, inclusive and friendly environment which offers an opportunity of working in a new world class, state of the Art Hospital Facility. The NRH is a University Teaching Hospital with onsite Academic and Research Centre. The NRH are committed to ensuring that all staff reach their full potential during their employment at the Hospital. and provides access to training, education and Continued Professional Development.

### ***Some of the other benefits we offer as an Organisation includes:***

*On-site Free Car Parking  
Access to Public Transport  
Public Service Pension Scheme  
Staff Restaurant (subsidised) and Coffee  
Shop facilities on-site  
Flexible Working Arrangements*

*Shorter Working Year Scheme  
Occupational Health Service  
Staff Support & Wellbeing Initiatives  
Savings Schemes  
Bike to Work Scheme  
Tax Saver Travel Scheme*

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**Applicants for the above post should submit a letter of application and Curriculum Vitae to arrive not later than 12:00 noon on Friday 7<sup>th</sup> October, 2022 to Patrizia Cerruti, Human Resource Department or email [patrizia.cerruti@nrh.ie](mailto:patrizia.cerruti@nrh.ie) Job descriptions are available on request Patrizia Cerruti or at [www.nrh.ie/careers](http://www.nrh.ie/careers).**

**Shortlisting will be carried out on the basis of the information supplied in your CV. The criteria for Shortlisting are based on the requirements of the post as outlined above. Failure to include information regarding these requirements may result in you not being called forward for the next stage of the selection process.**

***A panel for Temporary/Permanent Payroll Officer (IV) posts may be formed from those interviewed***

***We are an Equal Opportunities Employer and support a smoke-free workplace policy.***