

Payroll Officer

(Permanent/Temporary, Full Time, Grade IV)

Particulars of Office

- 1.** The appointment is Permanent/Temporary, Full-time and pensionable.
- 2. Salary**
Remuneration is in accordance with the salary scale approved by the Department of Health and Children Current scale.
- 3. Superannuation**
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme will apply to the position and superannuation contributions at the appropriate rate will be payable in accordance with the provisions of the scheme.
- 4. Duties**
The incumbent will perform such duties as are outlined in the attached Job Description.
- 5. Hours of Work**
The whole time standard weekly working hours for this grade are 35 hours per week, usually discharged between the hours of 8.00am and 8.00pm on a Monday to Saturday basis, as appropriate to the particular service. The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours
- 6. Probation**
The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period, progress or otherwise will be monitored and at the end of the period, the service will be
 - a) Certified as satisfactory and confirmed in writing;
 - b) In certain circumstances this period may be extended and in such case you will be advised in writing of this and the duration of the extension.

7. Retirement

No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 65 years of age on the 1st day of the month in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

8. Annual leave

Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act, 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on several factors such as grade, years of service and whole-time equivalency.

9. Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children.

10. Termination of office

The employment may be terminated at any time by three months notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

11. Garda Vetting Checks

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to re-verify employees at any future point, as deemed appropriate by Hospital Management.

12. Confidentiality

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

13. Hygiene

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

14. Policies / Legislation

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

15. Disability Census

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation.

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1. Qualifications

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.

2. Health

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well-being in line with the Hospital objectives.

3. Character

Candidates for and any person holding the office must be of good character.

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JOB DESCRIPTION

- Title:** Payroll Officer (Grade IV)
- Purpose of the Position:** This is a key post with responsibility for the day to day operations of the payroll & Superannuation Department
- Accountable to:** Payroll/Superannuation Manager
- Liaison / Communication:** The proper performance of these duties will require a high degree of liaison and communication with Managers and staff throughout the hospital in the course of their normal duties and responsibilities. The payroll officer will also have extensive communications with agencies outside the confines of the hospital.

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JOB DESCRIPTION

Overview of the Role

- The Payroll Officer will be accountable for ensuring the efficient day to day administration of the Payroll/Superannuation function.
- He/She will be expected to ensure that deadlines are met both to internal and external clients.
- He/She will need to ensure that accurate attention is paid to detail and consistent adherence to payroll policies and procedures.
- He/she will be expected to co-operate and work in harmony with other teams and disciplines in the hospital.
- He/She will be expected to treat service users with dignity and respect.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- Be required to be flexible to work in all areas of the Finance department and fulfil the duties associated with same as directed by the Payroll/Superannuation Manager or Deputy.
- Maintain throughout the hospital awareness of the primacy of the patient in relation to all hospital activities.
- Demonstrate behaviour consistent with the values of the hospital and ethical code of the Sisters of Mercy
- Actively manage and co-ordinate their designated area of work.
- Be responsible for the supervision of payroll support staff, where appropriate.
- Have an awareness of the need for accuracy and confidentiality within the Payroll and Superannuation functions.
- An effective liaison is maintained between Human Resources and the Payroll department.
- Ensure that information retrieval and adequate records are in keeping with statutory and organisational requirements and are maintained in a satisfactory condition in order to provide information both internally and externally as required and to fulfil all statutory requirements on an ongoing basis.
- Support the Management team in the retrieval and collation of payroll reports
- Ensure that a safe environment is maintained for staff and visitors in compliance with Health and Safety requirements and best practice.
- Being responsible for the day to day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements.
- Keeping up to date with all relevant mandatory training for the department.

Specific Accountability

- Report to and be accountable to the Payroll/Superannuation Manager in all matters relating to the Payroll/Superannuation function.
- Attend meetings both internally and externally as required by the Hospital
- Ensure that statistical and payroll reports are provided to the Payroll Manager on a timely basis.
- Liaise with the Revenue Commissioners with regard to all aspects of employee tax details.
- Handle Payroll/Superannuation queries
- Ensure that all statutory and non-statutory payments are collated, checked on an ongoing basis and paid to the relevant authorities on time.
- Ensure all year-end reports are collated and prepared for transfer to the Revenue Commissioners.
- Liaise with Heads of Departments regarding salary queries.

Outline of Duties and Responsibilities

- Responsible for collating all information i.e. overtime and on call data sheets from all Heads of Departments, salary increments and tax credit certificates.
- Responsible for liaising with the Human Resource Department concerning new starters, resignations and change of details etc.
- Complete payment details to payroll data input sheets
- Transfer/Input payroll data for both fortnightly and monthly salaries to computerised payroll system. Checking pay slips and reports prior to transfer of salary payments to bank through electronic transmission system.
- Assist in the calculation and payment of National Pay Awards and Special Pay Awards and any related back money payments.
- Deal with all aspects relating to staff payroll queries. Liaise with Heads of Departments on related matters of salaries, and also liaise with the public and outside agencies in a confidential, courteous and professional manner.

- Responsible for the monthly upkeep of superannuation records for all staff.
- Ensure that all staff are paid accurately, appropriately and in a timely manner as directed by the Head of Department's, and/or HR and Payroll Manager's guidelines.
- Actively manage and co-ordinate their designated area of work.
- Maintain efficient office procedures as appropriate to the post.

Patient Safety & Quality

The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being please bring this to the immediate attention of your manager.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management framework that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate.

The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.

This Job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder.

Employee Name: _____

Line Manager Name: _____

Employee Signature: _____

Manager's Signature: _____

Date: _____

Date: _____