



St. Francis Hospice

JOB DESCRIPTION

PAYROLL

PERMANENT

(1 WTE)

JOB REFERENCE: 2024 - 029

ISSUE DATE: JANUARY 2025

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1. JOB PURPOSE

The Payroll Officer will be an integral part of the Finance department. The Payroll Officer will be responsible for, but not limited to, processing payroll for all St Francis Hospice Dublin employees on a monthly basis, the remittance of income tax and revenue reporting as well as preparing agreed monthly and year-end reports and payroll and pension statements for various stakeholders.

2. ACCOUNTABILITY

The position reports to and is accountable to the Head of Finance or other designated Officer in all matters relating to the job.

3. KEY DIMENSIONS

Direct reporting to the Head of Finance

Key internal relationships that will influence the success of the role: Finance Team, HR Team Members, Nursing Administration, all the staff and line managers at all levels in the Hospice.

Key external relationships that will influence the success of the role: Revenue, HSE, various government agencies, IPASS.

4. OPERATING ENVIRONMENT

Contractual Hours: 35 hours per week

Hours of work: Detailed of starting and finishing times, are generally Monday to Friday 9am until 5pm, which may vary in accordance with Hospice needs will be notified by your line manager. There will be times when you will be required to work outside of the normal office hours.

Location: The post holder will be working in both locations Raheny and Blanchardstown depending on the needs of the service.

As St. Francis Hospice Dublin is an expanding service the demands for services can change and it will be necessary to meet these changes through the organisation. In such circumstances it may be necessary to review the work location for this post and, on behalf of the Board of Directors, the Leadership Team reserves the right to change the terms and conditions as necessary. However, notification will be given of any such changes.

Garda Vetting: The successful candidate will be required to satisfactorily complete the Garda Vetting process prior to a formal job offer being made.

5. SCALES, ANNUAL LEAVE & PENSION SCHEME

Salary Scale: Department of Health & Children Consolidated Salary Scale (1st October 2024) Grade VI - €55,644 to €67,981

| | | | | | | | | | |
|--------------------------------|----------------|----------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Grade VI (Clerical) | 1/10/24 | 7 | 55,644 | 56,971 | 58,589 | 61,629 | 63,447 | 65,711 | 67,981 |
|--------------------------------|----------------|----------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|

Annual Leave: 30 days per annum.

Pension Scheme:

Your post, position, or office is pensionable for the purpose of the Single Public Service Pension Scheme (the "SPSPS")

6. THE PERSON: QUALIFICATIONS, EXPERIENCE, KNOWLEDGE & COMPETENCIES

| | Essential | Desirable |
|-----------------------|--|-----------|
| Qualifications | <ul style="list-style-type: none"> • Payroll qualification in IPASS or equivalent. • A third level diploma/degree or relevant accounting qualification | |
| Experience | <ul style="list-style-type: none"> • A minimum of 3 years' experience in a payroll position preferably in the public health sector. • 3-4 years knowledge and experience of working with payroll and accounting systems. • Strong understanding of Payroll process and IT systems. • Technical knowledge of all statutory payroll legislation in Ireland. • Detailed knowledge of ROS, CSO and EFT. • Possess advanced Excel skills. | |
| Other | <ul style="list-style-type: none"> • Full driving license (if relevant) | |

CORE COMPETENCIES

- Excellent organisational and communication skills (verbal and writing).
- Excellent teamwork.
- Advanced Excel.
- Able to meet deadlines on time with a strong focus on quality and accuracy
- Possess a high level of judgement, professionalism and discretion.
- Strong Report writing skills.
- Ability to work on own initiative.

7. OUTLINE OF JOB DUTIES AND RESPONSIBILITIES

The role of the Payroll Officer includes but is not limited to:

- Prepare, process, review payroll and report for all SFHD 310+ employees on payroll finance system including the import and review of all pay related timesheets, amendments and allowances from the Time and attendance system.
- Administration of public and private pension schemes, joiners and leavers.
- Management of Health Insurance, Tax Saver Travel ticket, Bike to Work scheme and Social Club, Savings deductions and other similar deductions.
- Assist in the processing, review and authorisation of all Travel Claims to include quarterly indemnity list review.
- Review all staff expenses for authorisation and process payment through payroll.
- Collect, calculate and enter pay data in order to main and update payroll information.
- Prepare and deliver payment files for transmission within appropriate timeframe.
- Ensure analysis and reconciliations explain reasons for pay variance from one month to another.
- Verify and approve reports prior to processing to include detailed control checks.
- Resolve any payroll discrepancies
- Process payroll journal for upload to finance system.
- Process all payroll invoices in the finance system.
- Assist in the Payroll Analysis & Reconciliation on expenditure accounts.
- Assist in the Payroll Analysis & Reconciliation on balance sheet accounts.
- Reconciliation of all other payroll related balance sheet payroll related accounts.
- Assist in the preparation of Payroll budgets.
- Complete CSO returns.
- Prepare all monthly reporting for the pension provider, credit union, health insurance and other payroll related providers.
- Upkeep and management of employee payroll records.
- Maintain and further develop strong working relationships with the HR Department and Nursing Department in order to support the smooth delivery of payroll payments to employees.
- Act as the main point of contact for all payroll related queries.
- Timely and effective management of employee requests and queries.
- Maintain payroll operations by following policies and procedures.
- Develop financial and operational reporting as required by the Head of Finance, Head of HR and the Director of Nursing.
- Periodic review and update of SFHD Payroll Manual.
- To suggest changes to internal department procedures as identified and be involved in the continued improvement and development of processes.

- Assist in the preparation of the annual financial statements to include the finance transactions of all St. Francis Hospice Raheny and Blanchardstown.
- Participate in internal audits and external audits as directed by the Head of Finance/ Head of Human Resources.
- Work with the Head of Human Resources on continuous improvement of policies and procedures and establishing and promoting best practices.
- Carry out other accounting duties as directed by the Head of Finance and other designated Officer.
- To challenge and minimise all expenditure lines and seek revenue growth / fundraising initiatives and opportunities where possible.
- Participate in training as required.
- Assist in the maintenance of stationary supplies for the finance office.
- To complete finance file archiving in Raheny and Blanchardstown when required.
- To establish and maintain effective ongoing dialogue with the Head of Finance and the Chief Executive Officer, keeping them abreast on payroll, pension and income tax related matters.

General

- Comply with the Mission Statement, Ethos and Values of St. Francis Hospice Dublin.
- Ensuring compliance with Health and Safety procedures in relation to all Hospice activities.
- Contribute to and comply fully with the St. Francis Hospice Dublin Safety Statement including safe working practice as laid down by the Safety, Health and Welfare at work Act 2005 and any other relevant legislation.
- Comply with the St. Francis Hospice Dublin policies relating to confidentiality and ensure confidentiality in all matters of information obtained during the course of employment.
- Adhere to the Policies & Procedures of St. Francis Hospice Dublin at all times.
- Actively engage in continuous personal development and learning.
- Present and act in a professional manner at all the times.

Carrying out any other reasonable duties, appropriate to the office which may be required from time to time by Head of Finance or other designated officer in all matters relating to the job.

The successful candidate will be required to update their knowledge and skills to fit the changing requirements of the post. Therefore, this Job Description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs.

The successful candidate will be required to maintain, enhance and develop their knowledge, skills and attitudes necessary to respond to a changing situation.

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|---------------------------------|---|
| Signature of Job Holder: | Signature of Line Manager or Designated Officer: |
| Job Title: | Job Title: |
| Date: | Date: |