



Saint John of God Community Services CLG, Kerry Services

Saint John of God Kerry Services provides a range of programmes and services for adults and children with an intellectual disability throughout the Kerry region. A person-centered approach to service delivery is promoted in accordance with the Organisations values and ethos and in keeping with its commitment to the continuing development of community based services. **If you are looking for a new exciting challenge and share best practice, the following role might be of interest:**

Payroll Officer (Permanent Contract)

The Payroll Officer will have responsibility for:

- The payroll function, specifically to ensure the timely and accurate recording and discharge of compensation to employees.
- Ensuring that due care and diligence are exercised and an appropriate audit trail is maintained.
- Contribute to analysis of payroll and related staff issues by initiating, designing and preparing reports and statistics.
- Appropriate project work in related areas e.g. superannuation.
- Safeguarding the assets of the organisation.

The successful candidate must have:

- Proven payroll experience of at least two years duration.
- Proven organisation, and attention to detail skills.
- Initiative, good judgement and a keen ability to problem solve.
- Good working knowledge and experience of Microsoft Office. Knowledge and experience of using Core will be an advantage.
- A flexible and helpful attitude in all aspects of the role.
- A full driver's license.

Salary: Grade V of the HSE Consolidated Salary Scales €44,128 - €52,926

Annual leave entitlement: 30 days holidays

Interested candidates should apply by forwarding a Cover letter and Curriculum Vitae, **including written explanation for any gaps in employment** by email to sjogkerry.recruitment@sjog.ie.

Closing Date for receipt of applications is Thursday the 4th of November 2021.

Shortlisting will be based on information that candidates provide in their application in line with above requirements. A panel may be formed from this campaign from which further vacancies which may arise during the lifetime of the panel will be filled.

Informal enquiries to Ms Aileen Kelly Finance Officer Tel: (087)9199232/ (064)6644133

Saint John of God Community Services is an equal opportunities employer

