



## **Payroll Administrator**

### **About the Organisation/Employer:**

Cumann Lúthchleas Gael (Gaelic Athletic Association) is Ireland's leading sporting and cultural organisation with membership approaching one million people and more than 500,000 playing participants at all levels. Inspired by its amateur status and supported by the voluntary efforts of all its members, the GAA devotes its entire resources to the development of Gaelic Games and Culture nationally and in local communities.

Home of the GAA, Croke Park Stadium is Ireland's foremost sporting and entertainment venue. Over 1,500,000 visitors are welcomed annually to national and international events and the Croke Park campus also features Croke Park Meetings & Events and GAA Museum & Tours.

### **Role/Purpose:**

The Gaelic Athletic Association is now seeking an experienced Payroll Administrator to join the busy Payroll Team in delivering Pay and Benefits services across the Association.

### **Payroll Duties include:**

- Process weekly, fortnightly and monthly payrolls for multiple GAA units.
- Complete year end payroll reconciliations including consolidation where required.
- Calculation of holiday pay and statutory payments such as sick pay, maternity pay, paternity pay etc.
- Support pension and social welfare reconciliations and payment of deductions and additions in accordance with statutory requirements.
- Issuing of payslips, payroll related taxation, social welfare documents and other documentation.
- Revenue Online submissions (PAYE) and HMRC FPS and management of payments.
- Adherence to deadlines in relation to submission of payroll reports for approval, payments, and payroll reporting.
- Ensure payroll is accurately processed and maintained in a timely manner.
- The ability to meet payroll deadlines.
- Develop strong working relationships with internal and external departments and stakeholders.
- Continual development of payroll knowledge and expertise.
- Ensure compliance with Data Privacy and Protection Guidelines (GDPR).
- Contribute to the annual financial audit as required.
- Manage all employee payroll-related queries promptly.
- Work closely with the HR team regarding payroll data, changes and updates, employee record maintenance and information requests.
- Travel across Ireland may be required, and the role may include some evening/weekend work in line with business needs.



**Essential Criteria:**

- IPASS qualification or working towards same.
- Minimum 2 years' end to end payroll processing experience.
- High proficiency in Microsoft Excel.
- Experience of HR Management and Brightpay, HMRC and ROS systems.
- Proven knowledge and understanding of taxation, pensions, statutory payroll obligations, and data protection requirements.
- Excellent administrative and IT skills (Microsoft Office) with a strong working knowledge of IT related packages and systems;
- Strong understanding of best practice payroll management.
- Excellent communication (written and verbal) and presentation skills.
- Proven ability to build and maintain good business relationships.
- Flexible approach to work and ability to collaborate and work effectively as part of a team.
- Problem solving and attention to detail.
- Planning and organisation skills with an ability to effectively manage multiple responsibilities and deadlines.
- Experience of maintaining strict confidentiality and discretion.

**Desirable Criteria:**

- Relevant Third Level qualification.
- Experience of delivering employee training.
- A knowledge and understanding of the GAA.

Candidates interested in the above role should apply with an up-to-date cover letter and curriculum vitae to [jobapplications@gaa.ie](mailto:jobapplications@gaa.ie) using reference **#Payroll081123** on or before 3pm on Friday 01<sup>st</sup> December 2023.

**The GAA is an equal opportunities employer.**