



JOB OPPORTUNITY

PAYROLL TECHNICIAN

Fantastic opportunity for a qualified payroll professional to join an exciting and fast-growing Dublin accountancy practice.

Paddy Quinn and Co Chartered Accountants service a wide-range of SME's in Ireland and the UK and due to recent expansion, including a move into new offices, require a Payroll Technician to provide payroll and other services to a portfolio of clients. This newly created position offers the right candidate an opportunity to work in a forward thinking, cloud-based practice with exciting growth plans in the coming years.

JOB DESCRIPTION

The primary task of the role will be to manage all payroll and related activities for a portfolio of clients including:

- Processing of multiple payrolls on weekly / fortnightly / monthly basis
- Ensuring compliance with Revenue under new PAYE modernisation
- Advising clients on PRSI and tax issues relating to payroll
- Dealing with both client and employee issues

As our firm continues to grow, this position will require the individual to assist in various other areas of the practice, which may include:

- Assisting accounts team in providing monthly accountancy services to clients
- Company secretarial tasks
- Assistance in implementation of new practice management system
- Marketing and business development activities

Help create and build a motivating, inspiring and enjoyable working environment and culture.

This is an exciting opportunity to work in a firm that places a strong emphasis on individual growth and learning, health and well-being and social work life balance. We offer flexible working conditions, built on trust, that contribute to an enjoyable and effective team culture.

QUALIFICATIONS AND EXPERIENCE

Graduate in accountancy or other business-related degree.

IPASS or other similar payroll qualification.

Familiarity with payroll software and PAYE modernisation.

Exposure to UK payroll an advantage but not a necessity.

Company secretarial experience an advantage but not a necessity.

KEY CHARACTERISTICS

An excellent communicator, both verbally and in writing.

Ability to work to strict deadlines.

A passion for learning.

A great team player.

Willing to assist in all areas of the business given that this is an expanding practice.

Above all - honest, trustworthy and reliable.

WHAT WE OFFER

Competitive salary and package.

Flexible working conditions and hours with strong emphasis on individual health and well-being.

Excellent career development opportunities as part of an expanding firm.

If interested, please email info@paddyquinn.ie with CV.

Closing date for applications Friday 15th February 2019.