

Position	Payroll & Accounts Administrator (EO)
Contract	Full-time; Specified Purpose Contract (Maternity Cover)
Service Group	Corporate Services
Location	BIM Head Office, Dun Laoghaire, Co. Dublin.

Description of appropriate Service Group:

Corporate Services

Corporate Services provides support, planning and administration associated with Finance, ICT, Procurement, Fleet Services, Investment Services and Ice Plant network within BIM.

Summary of the Role:

The Payroll & Accounts Administrator will work within the Finance Team of Corporate Services and will play a vital role in the efficiency and productivity in the overall Finance Team. This role will report into the Finance Manager and will hold the responsibility for any key administration tasks within the Finance Team.

Background to Requirement:

BIM is the Irish State agency responsible for developing the Irish seafood industry. It supports the Irish seafood industry and communities in ensuring that aquatic and maritime resources are used sustainably.

The Payroll & Accounts Administrator will work within the Finance Team of Corporate Services which plays a key role in the Corporate Services Unit.

Principal Tasks:

- Assisting with internal and external financial reports
- Provide assistance to the wider finance team on various transactional tasks
- Provide assistance and support for auditing procedures
- Procurement reviews
- T&S and Payroll system administration and reviews
- Payment processing
- Bank reconciliations and petty cash administration
- FAR administration
- Budgeting support
- Data entry and secretarial support

Other:

To perform any other related duties as might reasonably be required and which may be assigned from time to time.

Reporting Structure:

Finance Manager/Corporate Services Director

Contacts:**Within BIM**

Corporate Services Director, Finance Manager, BIM staff in Finance Team and other members of the Corporate Services Unit.

Outside BIM

Auditors, Revenue Commissioners and any other regulatory bodies.

Training

There are no mandatory training requirements for this role.

Training needs will be identified through our Performance Management System.

Education, Professional or Technical Qualifications, Knowledge, Skills, Aptitudes, Experience and Training**Essential:**

- Specific experience in the administration of payroll.
- A minimum of 3 years experience of working in an administrative function within an automated finance environment.
- Demonstrate an understanding of business processes across various financial areas to include procurement and credit control.
- Demonstrate an aptitude and ability to identify processes for improvement and be capable of delivering such a project to a successful conclusion.
- Possess thorough knowledge of procurement regulations, and financial systems.
- Proficiency in the use of Microsoft 365, ERP solutions, and CRM systems.
- Strong analytical skills.
- Good interpersonal skills and an ability to work with and effectively communicate with stakeholders.
- Effective organisation and administration skills.
- Good time management and the ability to prioritise and meet deadlines.
- The ability to work unsupervised and as part of a team.
- Good written and verbal communication skills in addition to effective numeracy skills.

Desirable:

- A finance qualification such as a business degree or an accountancy qualification or part-qualification (ACCA/ACA/CIMA).
- Experience of Microsoft Dynamics NAV.
- Public sector experience.

Special personal attributes required for the position:

- Excellent attention to detail.
- Good personal organisational and priority-setting skills, with the ability to manage multiple priorities.
- Capable of working independently as well as being an effective team player.
- Adaptable to a changing work environment.
- Good interpersonal and communication skills, with the ability to effectively interact with people in a multidisciplinary and multicultural environment.

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for EO Grade, with a salary range of €31,698 - €52,894 (as at 1st February 2022) per annum pro-rated with time worked. Appointment will be at the first point of the pay scale unless the candidate is currently employed within the public services.

You will become a member of the Single Public Service Pension Scheme if you are not currently a member of a public sector pension scheme (or have not been a member in the past six months). Salary and Pension Scheme are subject to public sector approved norms and take account of recent service in the public sector in line with relevant circulars and rules.

Annual Leave:

Annual leave entitlement for this role is 23 working days per annum pro-rated to reflect time worked. Annual leave entitlements are exclusive of Public Holidays. All leave must be approved in advance in line with BIM leave policies, by your manager or their authorised representative.

Duration of Contract:

The successful candidate will be on probation for the first six months of this contract.

How to Apply:

A full C.V. together with a letter of application and [BIM Vacancy Application Form](#), summarising experience and skill sets applicable to the position should be emailed to jobs@bim.ie or posted to Human Resources of BIM, 12 Crofton Road, Dun Laoghaire, Co. Dublin.

The closing date for Applications is 5 p.m. 23rd September 2022.

Please note that there may be more than one interview stage in the recruitment process for this role and that BIM may request the selected candidates to present a short presentation on a pre-selected topic at the final interview stage. Please note that late applications will not be accepted.

Any queries in relation to this role should be emailed to jobs@bim.ie.

Use of Data - all personal data and the information submitted for this application will be used solely for the purpose of this campaign, after which it will be deleted in line with our General Data Protection Regulation Policy and data retention schedule.

All information will be treated with the strictest confidence and accessed only by those involved directly in the campaign.

BIM is an equal opportunities employer