

**07/09/2017****Fixed Term Part Time Payroll Specialist – Galway**

Production Equipment Europe is a leading industrial distributor supplying over 35,000 products to customers across Europe. We are currently recruiting for a part time Payroll Specialist to work at our Head Office based in Galway. This role will have a requirement for 1 to 2 days per week, from 8.30am to 5.30pm for a fixed term period of four months.

Responsibilities

- Ensure payroll is processed accurately, timely and in accordance with legislation
- Validate and submit payroll files
- Populate additional pay and personnel data into templates for payroll processing
- Complete month end payroll activities
- Ensure that monthly and yearly local tax payments and compliance requirements are met
- Ensure sufficient controls are in place and implemented to capture changes month over month and any differences are reconciled and explained
- Participate in payroll related meetings and presentations
- Provide timely and accurate reporting to internal and external agencies and local government authorities
- Interact directly with third parties and tax authorities for issue resolution
- Ensure all processes are documented and reviewed continually resulting in the identification, assessment, recommendation and implementation of process improvements and efficiencies

Skills & Experience

- 3 years + experience in a similar role in payroll
- Accounting knowledge and experience preferable but not essential
- Previous experience working with outsourced payroll providers an advantage
- Proven experience and understanding of end to end payroll process including accounting for payroll and taxation on share schemes
- Highly proficient in MS Excel, Word and Powerpoint. Oracle and Micropay experience would be advantageous
- High attention to detail and experience working to tight deadlines
- Strong verbal and written communication skills
- Strong interpersonal skills, flexibility and customer service orientation
- Ability to understand the importance of escalating issues that sit beyond the scope of the role