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KTA is seeking a skilled and experienced Irish payroll and accounts administrator to work in a private client tax firm. We are looking for an experienced person, with a minimum of 3 years' payroll processing/accounts administration experience. This dual role involves managing a number of private client payroll's and assisting with the running of the in-house accounts function. The ideal candidate will be professional and driven with excellent communication skills. This position is suitable for someone who has an IPASS qualification who is looking to broaden their experience in finance.

Key Responsibilities

- Managing the weekly, fortnightly and monthly payroll process for a portfolio of private clients (currently 40 clients)
- Complete, reconcile and provide all payroll reports to clients
- Ensure accurate and timely Payroll Submissions, Statement acknowledgements and payments on Revenue Online system (ROS)
- Act as main point of contact dealing with client queries in a timely, professional and friendly manner ensuring superb customer service
- Ensure all statutory obligations in respect of PAYE / PRSI / USC are met
- Ensure compliance, data protection, audit and risk control within the function
- Preparation and submission of CSO forms
- Preparation, completion and submission of VAT returns, Return of Trading Details and VIES returns
- Provide assistance to the accounts administrator to include assistance with in-house book-keeping and the fee run process
- Assisting with creditor and debtor reconciliations on a weekly basis to include the processing of bank receipts and payments and sales and purchase invoices
- Maintain confidentiality of sensitive material and information
- Other Ad Hoc duties as they arise.

Skills, Knowledge & Expertise

- A minimum of 3 years' Irish Payroll processing experience
- Thorough knowledge of all aspects of payroll processing including BIK
- IPASS qualification or proven experience in payroll processing essential
- Tax or accounting qualification an advantage
- Experience of software package Sage Micropay and Sage Coretime would be preferable but not essential
- Proficient user of Microsoft Office Suite, particularly Excel & Outlook
- Excellent time management, administration skills and attention to detail
- Strong organisational skills with the ability to work effectively under pressure and meet deadlines
- Excellent oral and written communication.

Benefits

- Competitive salary
- Flexi-time
- Full-time role but part-time applications will also be considered
- Group health scheme
- Life assurance
- Coverage of professional subscription
- Centrally located office
- Cycle to Work scheme
- Tax saver scheme.

Contact:

Send CV and cover letter to Rachel Murphy at rachel@kta.ie or by post to Rachel Murphy, KTA, Fleming Court, Fleming Place, Mespil Road, Dublin 4, D04 N4X9.

