



Commissioners of
IRISH LIGHTS

Navigation
and Maritime
Services

CANDIDATE BRIEFING PACK
Payroll/Accounts Administrator
Corporate Services Department



Head Office Location:	Harbour Road, Dun Laoghaire, Co Dublin, A96 H500
Vacancy:	Payroll/Accounts Administrator, Corporate Services Department
Remuneration:	A starting salary of €27,000 rising to €32,000 plus attractive benefits package

Background

The mission of Irish Lights is Safe Navigation at Sea. We are a maritime organisation delivering essential 24/7 safety and navigation services around the coast of Ireland, 365 days a year. Our vision is to protect lives, property, trade and the environment by delivering next generation maritime services at the interface of navigation technology, engineering and data management.

Irish Lights is responsible for Maritime Aids to Navigation under the Safety of Life at Sea (SOLAS) Convention. This remit includes the provision and maintenance of over 330 general aids to navigation, the superintendence of approx. 3,300 local aids to navigation, and marking or removing dangerous wrecks outside harbour areas around Ireland.

Irish Lights also provides a range of navigation and contract commercial services including ship charter, buoy and maritime data. We provide value added services to support the development of the broader maritime economy including Met and Coastal Data Services. The Irish Lights tourism and heritage initiative, the 'Great Lighthouses of Ireland' was developed in partnership with local communities and offers visitors from home and abroad the chance to visit or stay in a working lighthouse.

See our website www.irishlights.ie for further details.

Mission Statement

Safe Navigation at Sea: To be a leading and innovative provider of reliable, efficient and cost effective navigation and maritime services for the safety of all.

Values

Irish Lights' strategy will be delivered by holding true to the values of the organisation. Our Values set the foundation for our interactions with our stakeholders, customers, suppliers and the community. These values, which are the cornerstone for the success of the organisation, are as follows:

- Professionalism
- Respect
- Trust
- Quality
- Innovation
- Collaboration

Our four departments:

The **Corporate Services** Department (CSD) is responsible for Finance and Management Accounting, Corporate Governance, Annual Corporate Plan & KPI Reporting, Legal and Insurance, Procurement, Support to Commercial Services and Business Continuity.

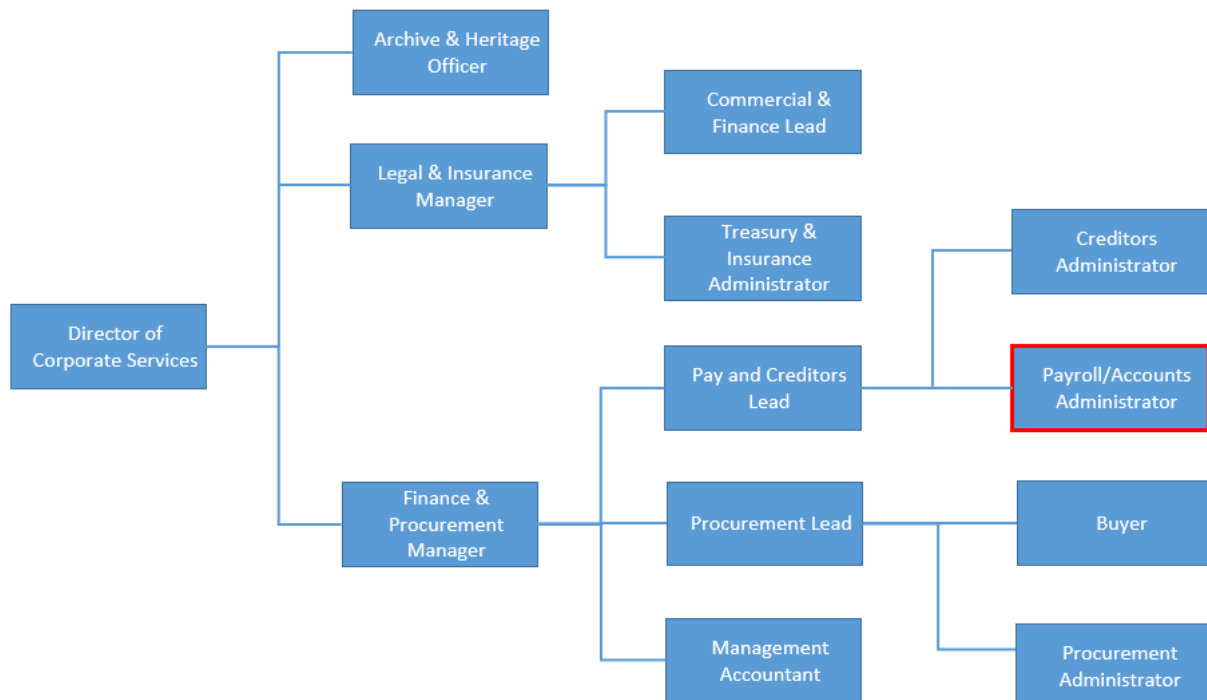
The **Coastal Operations** (CO) Department is focused on delivery of operations on the coast and the Dun Laoghaire facility.

The **eNavigation and Maritime Services** (EMS) Department is a newly created Department and will lead on foresight, policy and stakeholder engagement and the integrated design, development and delivery of visual/electronic AtoN and maritime information services, and also provide technical support for coastal maintenance activities. It has three key functional units: (i) Navigation Requirements and Services (ii) Commercial Services (iii) eNavigation & Maritime Services Design & Development Hub. The Design and Support Technician role will work within the Design & Development Hub.

The **Information and Communication Technology** (ICT) Department supports the efficient and effective execution of the organisation's business processes, design of network and systems architecture and management of ICT infrastructure and networks.

In addition the Human Resources Team, Communications Manager and Programme Manager report directly to the Chief Executive.

Reporting Relationship in Corporate Services



Scope of the Payroll/Accounts Administrator role

The Payroll/ Accounts Administrator (PAA) reports directly to the Payroll / Creditors Lead (PCL) and is primarily responsible for processing payroll. The role is also responsible for assistance with supplier invoice processing (and associated tasks) and general accounts administration.

Main duties and responsibilities of the role include:

- Employee/ pensioner payroll processing including data entry, data validation and the gross to net pay calculation
- Production of payslips and pay related notifications to employees
- Maintenance and updating of all payroll records, including the set-up and removal of employees/ pensioners from payroll.
Processing of system month/ year ends
- Responsible for Revenue ROS site (downloading tax certs details and uploading employee/ pensioner payment/ tax details following each payroll)
- Processing employee deduction details throughout the year
- Reconciliation and payment of all payroll deductions throughout the year
- Ensure full compliance with all Revenue rules, regulations and deadlines in relation to employee/ pensioner payments
- Provide cover for the Creditors Administrator
- Processing of supplier invoices and employee expense
- Auditing of employee expenses claims to ensure compliance with Irish Lights policy
- Monthly analysis and reporting of employee expenses
- Preparation and processing of nominal journals
- Assist Management Accountant with monthly and annual accounts
- Assist Auditors with their enquiries during audit visits
- Assist with other ad-hoc duties and project work as directed by the Finance and Procurement Manager or Director of Corporate Services
- Deliver on objectives agreed in the Performance and Development System (PADS)

Key Requirements, Qualifications, Experience and Required skills

Essential

- 1 – 2 years' experience in a similar position
- Thorough understanding of Revenue PAYE Guidelines
- Strong IT skills
- Excellent attention to detail
- Ability to work effectively under pressure and achieve objectives to agreed deadlines in a timely manner

Desirable

The following are desirable but not essential for the post:

- IPASS qualification or qualification in other relevant discipline
- Experience of Sage Micro Pay
- Basic knowledge of accounts administration and basic accounting

Terms and Benefits

- **Salary** – A starting salary of €27,000 rising to €32,000 per annum is on offer together with a range of attractive benefits. (Annual increments will be applied).
- **Pension Scheme** – The pension arrangements form an important part of the pay and reward package offered to employees. The pension scheme offered is a defined benefit occupational pension scheme where Irish Lights contribute on average 20% of salary towards pension benefits.
- **PRSA** – This is an alternative to the pension scheme. It is a defined contribution scheme provided by Irish Life. An employee may contribute as much as you wish, within Revenue limits, and Irish Lights will match your contributions by up to 10%.
- **Annual Leave** – 21 days, increasing to 23 days after 7 years continuous services and 26 days after 12 years continuous service.
- **Travel and Subsistence** – Travel and subsistence expenses are paid to employees required to travel, in accordance with approved rates.
- **Training and Development support** – Irish Lights aims to ensure that all employees have the knowledge, skills and experience necessary to be successful in their roles and to fulfil their career potential.
- **Family Friendly Policies** – Irish Lights has a range of family friendly policies that allow employees to balance work with other aspects of their lives.
- **Maternity/Paternity/Adoptive/Parental Leave provisions** – Maternity, paternity, parental and adoptive leave benefits are enhanced beyond the statutory entitlements.
- **Employee Assistance Programme (EAP)** – Irish Lights provides an independent, 100% confidential EAP service offering professional an impartial advice, information and counselling on a range of issues. This service is free to employees and is also available to immediate family members.
- **Occupational Health Service** – Irish Lights works with an independent Occupational Health service provider, who provides support and advice for employees who have an illness or a medical condition affecting their ability to work.
- **Sickness Absence Provisions** – For employees unfortunate enough to become ill, the Sick Leave Policy provides up to a total of 13 weeks paid leave (less any social welfare payments) in one year, followed by a further 13 weeks half pay (less half of any social welfare payments) thereafter, subject to a maximum of a total of 26 weeks paid sick leave in any four year period.
- **Canteen** – There is an onsite canteen that offers a variety of options for breakfast and lunch.
- **Car parking** – There is onsite car park available to employees at our Dun Laoghaire office.
- **Taxsaver Scheme** – Employees who travel to work using public transport can avail of an Annual Taxsaver ticket which provides significant savings on travel costs.
- **Bikes for Work Scheme** – Employees who cycle to work or use a bicycle on part of their journey can avail of the Bikes for Work Scheme.
- **Death in service pension benefits** – The pension scheme will pay 2 times annual salary to a nominated person(s) in the event of a member's death in service.
- **Eye sight test** – Employees can avail of an eye sight test voucher.