



**Job Title:** Payroll Administrator  
**Reporting To:** Payroll Manager  
**Duration:** 9 Mth F/T Contract  
**Location:** Eastpoint

#### **About Virgin Media:**

At Virgin Media, we've got a very different way of looking at the world - and it shows in what we're like as a place to work. We think work should be fun - because fun is what our customers demand from our services. So you'll be joining a bunch of people who are free-spirited, capable of coming up with their own ideas, and given free rein to put their talents to their best use. But besides being all about fun, we're also deadly serious when it comes to putting our customers first! Whether it's TV, mobile, home phone or super-fast broadband services, at Virgin Media Ireland we're 110% focused on making our customers lives easier, richer and a little bit more fun.

It's not a nine-to-five, clock in and tune out sort of place. And there's no corporate mask to put on at the door – you can just be yourself. We're hard working, but in it together. Creating something special. Because let's face it. If you don't love what you do, it's time to do something else. Join us.

#### **About the Role:**

- Ensuring the accurate and timely end to end processing of the monthly payroll for the Company
- Accurately calculating and processing BIK deductions for a significant Company fleet
- Administering third party deductions, i.e. Pension, VHI, Social Welfare, BIK, LPT
- Completing control checks prior to transmitting the final monthly payment
- Maintaining the HR and payroll systems and HR records i.e. new employees, leavers, annual leave, absences etc accurately and in line with legislative and company policies.
- Responding to all payroll queries for employees.
- Reconciling balance sheet payroll-related entries.
- Assisting the HR and Finance Team as and when required.
- CSO Reporting.
- ROS administration.
- Third party Payment Remittances.
- Adhere to Company policies and procedures.
- Any other duties as reasonably requested by Management.

#### **The Person:**

- Have experience in managing a large (in-house) payroll i.e. in excess of 1,000 employees.
- Have experience in updating and maintaining a time and attendance system.
- Possess a high level of attention to detail and integrity.
- Possess the ability to work under pressure / to deadlines.
- Possess a strong work ethic and the ability to work as part of a team and on own initiative when required.

- Proficient user of MS Office, particularly Excel.

**Competencies Required:**

- Minimum of 2 years payroll experience.
- IPASS qualified preferred.
- Strong understanding of Irish PAYE & PRSI.
- Strong communication skills.
- 

Join and you'll be part of the Virgin Media family. You can trust us to do the right thing by you. We're a great place to work – and we offer impressive benefits too. Get ready for a generous holiday allowance, contributory pension, and, of course, discounts on our fantastic mobile, broadband and cable.

Ready to TURN IT ON? Apply [jobs@virginmedia.ie](mailto:jobs@virginmedia.ie)

Not your ideal job? Visit our career page to view all of our other open vacancies; <http://www.virginmedia.ie/careers>

Virgin Media is an equal opportunities employer. Having a diverse workforce is critical to the success of our business.