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| **Job Title** | Senior Payroll Specialist | **Job Family** | Moorepay Operations |
| **Grade** | TBC | **Reports to** | Service Delivery Director |
| **Location** | Dublin/Hybrid | **Team Size** | N/A |

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| About the role: |
| Moorepay, part of the Zellis Group, service businesses in HR and Payroll, across the UK and Republic of Ireland. Thousands of organisations rely on our products and services to make sure their HR and Payroll needs are met.  With new investors, an ambitious growth plan, this is an exciting time to join the Moorepay team, to build a career, drive change, and help supercharge our customer support. If you love the idea of working in a customer-centric, people focused, fast-paced and data-driven role, then we want to hear from you!  In this role you will report to the Service Delivery Director, providing support to our payroll team with payroll queries and managing workflow across a blended team. This role ensures compliance, accuracy and timeliness of payroll processes while supporting continuous improvement initiatives and managing workload distribution across the team. |
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| **Role Accountabilities and responsibilities:** |
| **In this role your key responsibilities will be:**  Working in a team alongside other payroll specialists managing end to end payroll processing for multiple customers ensuring compliance with ROI legislation.  Co-ordinate and manage workload distribution and provide support to team members to meet deadlines and service level agreements.  Act as an escalation point in the absence of the Service Delivery Director  Train and mentor team members, identifying skill gaps and recommending development plans  Maintain and update payroll policies, procedures and documentation  Drive continuous improvement initiatives to enhance accuracy, efficiency and automation in payroll processes  Support implementation of new systems, tools and new ways of working  Process small number of payrolls and take overflow for annual leave cover / absences  Support other teams and colleagues within out business on ROI legislation queries  **Qualifications / Experience:**   * Proven Experience in a busy payroll processing environment (minimum 5 years) with at least 2 years in a senior or leadership role * Strong knowledge of ROI payroll legislation and tax compliance * Experience working with blended teams and managing workloads and workflow * Proficiency in excel, ticketing systems and payroll software (Europay and Resourcelink desired) * Strong analytical, organizational and time management skills * Excellent communication and interpersonal skills * Ability to work under pressure and meet tight deadlines * High level of accuracy and attention to detail * IPASS qualified * You can work to deadlines with appropriate prioritisation * You can take ownership of decision making when required * You are comfortable working with others, building effective working relationships with clients and colleagues * You embrace change as technology, products and services evolve. |
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| People Leadership / Team Leadership: |
| * N/A |

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| Special Circumstances / Other Requirements e.g. travel requirements, working arrangements etc |
| You'll work on a hybrid basis, Wednesday, from our Dublin office or any other days on site as required by the business |

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| About Zellis |
| **Zellis is the leading provider of payroll and HR solutions for the UK and Ireland.**  Together with Benefex and Moorepay, we form the Zellis Group, serving a vast array of companies across every vertical and industry.  **Our purpose** is to make people feel appreciated for the work they do – through precision, choice, and magic.  **Our history**  We have over 50 years of heritage and industry experience – and we’ve been ahead of the curve throughout. More than half a century ago, we were founded as Peterborough Data Processing. Quite a lot has changed since then – not least our name.  We were acquired by Northgate, becoming NorthgateArinso in 2007 and NGA Human Resources UK and Ireland in 2014, where we were joined by Moorepay. In 2018, the UK and Ireland division was sold to Bain Capital and now we operate as a standalone company.  After acquiring Benefex, we’re now even better equipped to serve the complex needs of our customers.  **Our vision**  Our vision is to be the clear leader in pay, reward, analytics, and people experiences. There’s nothing more important to us than building trusting and beneficial relationships with our customers, using our size, scale, and breadth of experience to offer tailored solutions that precisely meet their business needs.  We design solutions that keep our customers ahead of change as they navigate the regulatory complexity and workforce uncertainty which exists in today’s business landscape. At the heart of everything we do are our highly qualified payroll and HR experts, who are committed to delivering first-class customer service at all times.  **We’re proud of our culture**  At Zellis we work hard to create a culture where people want to join, belong to, and be part of a progressive organisation. We’re committed to recruiting and retaining a diverse and inclusive workforce that is representative of the customers we serve and the communities we operate in.  **Our values,** which were defined with input from all of our 2,000 colleagues, are not empty words on a poster. They reflect who we are, and how we operate as a business.  Text  Description automatically generated |