

Payroll Specialist

Reach your career goals with Eirgen Pharma, your future could be here

Would you like to be part of a company that has the courage, innovation, and capability to improve and enhance patient lives across the globe?

Eirgen was founded in 2005 and since then we have continually grown and now employ over 180 employees at our site in Waterford. Our strengths lie in our capability to rapidly introduce new products and add additional volume to existing products - ensuring supply for new product launches and expanding market opportunities.

What makes us different is that while we continue to grow our business we have still maintained that small company feel to our culture which enables us to ensure that our employees are always front and centre in everything we do. By creating a progressive and dynamic working environment, where hard work and enjoyment aren't mutually exclusive, we have created a high performing, people-centric culture which allows us to work in an environment where the focus is always on ensuring that the patient comes first.

About the Job

In this key role within Eirgen you will be responsible for the accurate processing and reporting of monthly payroll and maintaining compliance with the Time Management System (TMS) and Revenue, report to the Financial Controller and work across all business units.

You will take responsibility for:

Payroll

- The accurate and timely processing of monthly payroll via Sage Micropay in compliance with business and regulatory requirements
- Co-ordinate timely payments to benefits providers such as health insurers and administrators of schemes such as pension
- Processing new starters/leavers on payroll on a timely basis on receipt of relevant information from HR system and liaise with HR on queries and process metrics
- Processing of payroll journal on SAP and other associated costs · Emailing of payslips to employees · Updating reporting metrics on monthly payroll via payroll dashboard for review by Senior Leadership Team
- Maintaining and reporting on TMS – Overtime reports, leave reports (sick, unpaid, paternity, maternity)
- Monitoring compliance with flexible working time arrangement and Eirgen's policies
- Initiate (in collaboration with HR) and make system, policy and process changes / improvements in a compliant manner, with an aim to improve business compliance, performance and the employee experience
- Focal point for and liaising with IT and external suppliers on system (SAP EC, TMS, Sage) setup as required · Handling employee payroll queries / hold payroll walk-in clinics
- Deliver regular induction and refresher training to employees, as well as preparing guidelines / work instructions / training on implemented systems, policy and process improvements (in collaboration with HR)
- Management of Timesheet consolidation and review in relation to R&D projects

Tax compliance

In conjunction with other members of the Finance team process and file the below returns for Revenue:

- VAT & Intrastat returns via ROS- Run VAT report quarterly on SAP and make VAT3, Vies & Intrastat returns on ROS
- Responsible for ensuring that monthly and annual local tax payments and compliance requirements are met

Annual audit

- Gather information for auditors in preparation for the year-end financial and pension audit and act as payroll subject matter expert in answering queries

Other

- Prepare as relevant information for the IDA grant or other company wide projects/initiatives for review with the Financial Controller
- Assisting with gender pay gap reporting and other internal/external reporting requirements (including payroll report for OPKO headoffice)
- Accounts Payable – processing of invoices and assisting with payment runs as required in relation to business continuity
- Completing assigned projects and any other reasonable duties/tasks as required
- Continuously look at developing and improving self and delivery of the payroll process

About you

You have a minimum 5years experience working in a fast-paced payroll environment, with an IPASS or an equivalent payroll or accounting qualification. Experience of Computerised Payroll System & SAP is an advantage, while an understanding of Irish employment law and payroll related tax matters is required.

You also have excellent IT, administration and analytical skills as well as a high level of attention to detail. You possess excellent written & verbal communication skills, maintain confidentiality at all times and work effectively on your own as well as with others taking the lead and collaborating cross functionally when required.

You will draw from many skills including diplomacy, patience, customer focus and time management. You have the ability to form positive relationships and enjoy collaborating, gaining knowledge and solving customer, partner, vendor and internal challenges/issues. Focused on Continuous Improvement you like to identify and initiate process / policy / system changes to their conclusion.

Working at Eirgen – What to expect

At Eirgen, we have developed a diverse, people-centric, high performance culture where people are enabled to achieve their potential.

If you are working at Eirgen, then we think you've got something special. Our employees are high-performing and work as part of a cohesive team, they are dedicated people who are driven to succeed and are rewarded with competitive salaries and an attractive range of benefits including opportunities for career progression and continuing education.

Apply for the above role by sending your CV to opportunities@eirgen.com including the job title in the subject.