SPÓRT ÉIREANN
SPORT IRELAND

Finance Executive (Payroll)
Executive Officer Grade

Job Purpose
The Finance Executive (Payroll) will be responsible for payroll and other Accounts Payable (AP) finance related administrative matters. In addition, the Finance Executive (Payroll) will report to the Finance Manager and will partner with the Finance Team to develop and strengthen policies relating to payroll and AP. The main responsibility of the post is the accurate processing of monthly payroll and responding to technical payroll related queries, processing invoice payments, and the undertaking of a range of financial reporting and administrative tasks. The post operates in a team environment and will be expected to work in a collaborative way with staff and stakeholders.

Key Duties and Responsibilities

- Monthly Payroll processing using BrightPay software
- Calculation of Pension contributions
- Responding to technical payroll related queries from staff members
- Verify payroll data and undertake reconciliation checks before payroll approval.
- Generate payroll reports and provide payroll information to management as required.
- Maintenance of records through entry of data onto Sage software
- Processing supplier invoices – record supplier invoices on Sage
- Processing bank payments on banking online system
- Work with the Finance Manager & Finance Director to improve financial controls
- Assisting with responding to audit queries on payroll and AP
- Complete other ad-hoc duties and project work as required, prepare reports and documentation, maintain filing system, etc.

Person Specification:

- Minimum 3 years' experience in payroll
- Detailed technical understanding of payroll and related deductions with ability to answer questions on same
- Payroll qualification / certification is desirable
- Public Service Pension Experience is desirable
- Excellent IT Skills, particularly in Excel & MS Office Package
- Excellent organizational and interpersonal skills
- Strong knowledge and experience of accounting software packages
- Attention to detail, flexibility and adaptability in the role are essential.
- Ability to work on own initiative
- Work experience in public sector is an advantage

Additional Information:
Contract: Full-time, Permanent Role.

Salary Scale: Executive Officer (EO) Standard Scale. The appointment will be made on this scale at a point in line with current Government Pay Policy. New entrants to the public sector commence on the first point of scale.

Location: Sport Ireland, Sport Ireland Campus, Snugborough Road, Blanchardstown, D15 PN0N

If you would like to apply for this position, please apply via this link - Current Sport Ireland Opportunity - Orange Recruitment. Closing date for applications is Wednesday 21st October 2026 at 5pm.

Sport Ireland is committed to fostering an inclusive workplace which values and benefits from the diversity of the workforce. Sport Ireland is an equal opportunity employer of all qualified individuals. We actively welcome applications from people from all backgrounds and do not discriminate based on any protected groups. If you require reasonable accommodations to interview, please let us know and we will do our best to assist.

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