



About Randridge

Randridge are an Irish based Global Electrical & Instrumentation Contractor.

Randridge works internationally on a wide range of different construction and maintenance projects across the energy, petrochem, pharmaceutical and industrial sectors. We currently employ over 650 people and have offices in Ireland, the UK, Mainland Europe, South Africa,

Randridge seeks to employ the best people, invests heavily in training and education, and ensures that the highest standards of health, safety and governance are applied throughout the organization.

Our people are our success. As one of us, you will contribute to engineering excellence for the high-tech markets of the future. At Randridge, you will be part of a family orientated global community of professionals who are ambitious and passionate about getting things done. Together, we will build on our company's long history and keep on leading the way to a better tomorrow.

Job Title: Payroll Specialist

Location: Bray, County Wicklow

Role description:

To produce the weekly and monthly payroll error free and on time.

Specific objectives:

- Organise time more efficiently to suit weekly payroll deadline.
- Make sure records / files are kept up to date and in order.
- Attain greater knowledge of working rule agreements in relation to wage rates / allowances and benefits scheme.
- Be fully informed on redundancy pay. Pay in lieu of notice, statutory sick pay and maintain all records necessary.
- Bring all records up to date on a weekly basis.

Details of position:

- Ensure 'start form' giving relevant details are received from Personnel Dep. For each new employee.
- Set up new employees on payroll system in liaison with Personnel for pay details.
- All employees to be allocated to specific projects / departments and monitored on a weekly basis.

- Time sheets / clock cards to be signed as authorised by Project Manager before input to computer.
- Hours and allowances to be manually calculated and detailed on payroll input sheets.
- Input to be entered and output validated.
- All employees to be paid by direct transfer with cheques being kept to a minimum.

Payroll reports to analysis on a weekly basis with regard to:

- Projects
- Statutory Deductions
- Voluntary Deductions
- Statutory returns to be addressed on a monthly basis.
- Payroll must be signed off as approved by the Accountant or in his absence the Financial Controller before payment is authorised.
- On termination of any employee, a written notice should be received from the Project Manager / Site Supervisor. At that stage the following should be issued to the employee:
 - All due monies
 - P45
 - Unpaid holiday benefit cards to be issued.
- Queries on wages must be addressed on a timely basis through the Site Supervisor.
- No changes are allowed to be made to payroll i.e. basic rate, lodging allowance, welding supplement, without Management approval.

Benefits:

- Competitive Salary
- Career Growth

Randridge is an equal opportunities employer.

We welcome applications from all suitably qualified candidates regardless of their race, sex, disability, religion/belief, sexual orientation or age

To apply please send your most up to date CV to careers@randridge.com stating the job you are applying for in the subject line of the email.