



Baker Tilly Kirk



#JOB-2443125



KIRK & ASSOCIATES, Mill House, Mill Street,
Dundalk, Co. Louth, A91 XTF7



No of positions : 1



Paid Position



30 hours per week



Dependent On Experience



15/04/2026



13/05/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.bakertillykirk.ie/careers/>



Open your camera
app & point here
to view this ad
online



Payroll specialist (Part-time or Fulltime)

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Baker Tilly Kirk is a full-service accounting and advisory firm that offers industry specialised services in assurance, tax, and advisory.

We are seeking an ambitious Payroll Specialist to join our Outsourced Payroll Team based in Dundalk.

We are looking for a highly motivated individual who will be able to work to tight deadlines and be the point of contact for numerous clients.

The ideal person will manage weekly, fortnightly, and monthly payroll processes end-to-end for our clients, using BrightPay software, ensuring accuracy and compliance.

The successful candidate will support a broad range of clients including owner-managed, family owned and international businesses.

Candidates must have a proven track record of outstanding performance and display a high level of people and business skills.

Duties & Responsibilities:

- Responsible for the timely production of payroll for assigned clients ensuring that timeline targets are met maintaining the firm's standard of excellent client service.
- Act as a direct point of contact to our clients, providing exceptional service and support, dealing with any payroll queries arising. Collaborate with clients HR / Finance Teams to maintain accurate records and support audits.

- Set-up new clients on the payroll system, client data imports, ROS access set-up etc.
- Ensuring any necessary client follow ups are actioned in a timely manner where the relevant information is not received.
- Process payroll including the set-up of new hires, leavers, statutory payments such as bank holidays, sick pay, maternity, paternity etc.
- Responsible for the accurate calculation of taxes (PAYE, PRSI, USC), benefits in kind (BIK), pensions and statutory leave, in compliance with Irish payroll legislation.
- Applying pensions on payroll and preparing upload of pension files within the required deadline.
- Experience in Banking on the various banking platforms in areas of initial set up, bank files and payments for the processing of wage payments. Create and upload client payroll bank file.
- Complete clients reporting requirements as specified.
- Develop and use internal payroll checklist template at end of the process to ensure all steps are completed.
- Revenue submissions and reconciliations - ensuring weekly, fortnightly, and monthly PSR's are uploaded.
- Monitoring Employers PAYE deadlines.
- Familiarity with the Revenue On-line Service (ROS) payroll areas, payments processes on ROS, setting up Revenue Online Service Debit Instruction Forms and Direct Debits.
- Working with payroll Manager in ensuring clients PAYE obligations are met and are acted upon promptly.
- Ensure work is conducted in a professional and timely manner in line with company values to assist in meeting client expectations.

Skills required:

- At least 3 years plus payroll processing experience.
- Ability to manage high volume payrolls and maintain confidentiality.
- Knowledge of Bright Pay required.

- **Sector:** financial and insurance activities

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 3
- **Minimum Qualification:** Level 4 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)
- **Specialising In:** payroll

(Desirable)

- **Ability Skills:** Analytical, Communications, Computer Literacy, Financial
- **Competency Skills:** Initiative, Priority Planning, Problem Solving, Working on own Initiative
- **Driving Licence:** None:
- **Languages:** English C2-Master (Fluent)
- **Proximity Locator Distance:** 50 Kilometres