



Glanua



#JOB-2451433



Loughrea, Co. Galway,



No of positions : 1



Paid Position



39 hours per week



Negotiable



03/06/2026



01/07/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : recruitment@glanua.com



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



Construction - Payroll Administrator

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

Role overview:

The Payroll Administrator supports the timely, accurate and compliant delivery of payroll across the UK and Ireland businesses, processing employee payments, maintaining payroll records and providing a responsive, professional service to employees, managers and external bodies.

What success looks like:

Payrolls are processed on time and to a high standard of accuracy, employee queries are resolved promptly, payroll records are complete and audit-ready, and statutory submissions and returns are made on schedule and without error.

Key Responsibilities

Payroll processing & delivery

- Support the accurate and timely processing of weekly, fortnightly and monthly payrolls for employees across the UK and Ireland businesses.
- Input, validate and reconcile payroll data including starters, leavers, contractual changes, hours, overtime, bonuses, expenses, BIK and statutory payments.
- Carry out pre-payroll and post-payroll checks, including gross to net reviews and variance analysis,

escalating anomalies to the Payroll Manager.

- Process statutory payments and deductions (e.g. PAYE, PRSI, USC, NI, pensions, court orders, attachments and benefits-in-kind) in line with UK and Irish requirements.
- Company pension and health care plans administration.

Compliance, controls & confidentiality

- Ensure payroll activities comply with all relevant national legal, fiscal and regulatory requirements in both Ireland and the UK.
- Support adherence to internal controls (including ICS controls), segregation of duties and approved payroll policies and procedures.
- Maintain strict confidentiality of employee data and ensure full compliance with company and country data privacy rules at all times.
- Support the preparation of information required for internal and external audits and respond to audit queries in a timely manner.
- **Sector:** administrative and support service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1

(Desirable)

- **Ability Skills:** Administration, Computer Literacy
- **Competency Skills:** Time Management, Working on own Initiative