



Company Details Confidential



#JOB-2454012



OMNIPLEX, 1/2 Castlewood Place,
Rathmines, Dublin 6, D06 X4F4



No of positions : 1



Paid Position



39 hours per week



37000.00 Euro Annually



18/06/2026



16/07/2026

How to apply

Application Method :

Not available



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



Finance & Payroll Analyst

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

Job description:

We are seeking a detail-oriented and organised Finance & Payroll Analyst to join our team.

The ideal candidate will be responsible for accurately entering and processing financial data across various platforms.

This role requires a high level of accuracy and attention to detail to ensure the integrity of financial records.

Responsibilities:

Enter and process accounts payable data accurately and efficiently

Verify and reconcile invoices and purchase orders

Maintain and update vendor information in the system

Assist with month-end closing processes

Communicate with vendors and internal stakeholders regarding payment inquiries

Assist with payroll-related queries

Process Payroll, tax deductions, benefits, pensions, etc...

Processing filing requirements with ROS and HMRC

Collaborating with all relevant stakeholders to ensure accurate financial data and payroll information.

Assist with other administrative tasks as needed

Requirements:

Previous experience in data entry or accounts payable roles

Proficiency in Microsoft Excel and other accounting/payroll software

Strong attention to detail and accuracy

Excellent organisational and time management skills

Ability to work effectively in a fast-paced environment

Strong communication and interpersonal skills

Benefits:

Company events

Employee discount

Professional Development Supports

Employee assistance & Wellness program

This is a full-time in-person role based in Rathmines Dublin

Experience:

Minimum 1 year of experience in a similar role (preferred)

- **Sector:** administrative and support service activities

Career Level

- Professional