



Sodexo Ireland



#JOB-2476307



Co. Dublin,



No of positions : 1



Paid Position



37.5 hours per week



40000.00-45000.00 Euro Annually



21/10/2026



04/11/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Address:

<https://www.sodexojobs.co.uk/jobs/payroll-office-finance-administrator-in-grangecastle.21964>



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



Payroll Office Finance 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

Finance, Payroll & Office Administrator

Location: Clondalkin, Dublin

Salary: €40,000–€45,000 per annum

Contract: Full Time, Permanent

Are you an experienced finance and payroll professional with excellent attention to detail and a passion for keeping business operations running smoothly? Sodexo is looking for a Finance, Payroll & Office Administrator to provide comprehensive support across finance, payroll, HR administration and day-to-day office operations.

This is an excellent opportunity for an organised, commercially minded professional who can manage multiple priorities, maintain accurate financial records and build strong relationships with suppliers, colleagues and operational stakeholders.

Key Responsibilities

Support the Payroll Manager to ensure employees are paid accurately, on time and in line with company policies and contractual requirements.

Maintain accurate financial records and documentation, ensuring compliance with internal controls and audit requirements.

Manage supplier relationships, processing and validating invoices and resolving queries promptly.

Monitor departmental budgets, reconcile monthly expenditure and prepare accruals where required.

Track non-controllable costs, raise purchase requests and coordinate approval processes.

Manage supplier invoices and client billing for Soft Services, ensuring accurate and timely processing to support revenue recognition and cash flow.

Maintain client billing systems in line with company procedures and financial controls.

Provide HR and personnel administration support, working closely with departmental leaders to ensure effective workforce management.

Prepare, analyse and present financial and operational reports to support business decision-making.

Identify opportunities to improve processes, strengthen financial controls and enhance operational efficiency.

Build effective working relationships with operational managers, suppliers and key stakeholders to support excellent service delivery.

- **Sector:** other service activities

Career Level

- Not Required