



The Foyle Food Group is a family-run group of companies with a farming heritage dating back several generations. Our core business is slaughtering, deboning and rendering beef across eight facilities in Ireland and the UK. We supply quality beef to leading retailers, manufacturers, foodservice providers and butchers across the world.

Foyle Omagh

Payroll Administrator

FO/PA/02/21

Foyle Omagh requires a Payroll Administrator to be based within the Foyle Omagh site on the Doogary Road on the outskirts of Omagh. This is an exciting opportunity to join one of most progressive beef processing groups in Ireland and the UK. We are looking for an experienced Payroll Administrator to administer the payroll function for the Omagh site and to assist with other general admin duties when applicable. This role will be based on the Foyle Omagh site.

Hours of work > 40 hours Monday- Friday (times to be agreed with successful candidate)

Duties include:

- Processing the Weekly & Monthly payrolls for employees on site within allocated time frame.
- Maintain weekly/monthly payroll reports
- Manage new start/leaver information
- Updating information on the HR Time Management System
- Process statutory payments
- Liaison with Finance function
- Ad hoc Finance / HR duties as and when required

Essential Criteria:

- Previous experience of processing payroll
- Have a knowledge of PAYE, NIC and Government returns
- Excellent IT Skills, especially in Microsoft Excel and Sage Payroll or similar system
- General administration experience
- Ability to work in a fast-moving pressurised environment.

Closing date for the receipt of applications is **Friday 8th October 2021 @ 4pm**. The Company retains the right to expand the shortlisting criteria to facilitate shortlisting.

For an application form, please apply to, or forward CV with covering letter:

The Monitoring Officer

Foyle Omagh

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Email: vickyh@foylefoodgroup.com

www.foylefoodgroup.com

THE FOYLE FOOD GROUP IS COMMITTED TO EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTIONS OF THE COMMUNITY.

Making Choice Easy