



Job Title: Payroll Officer / HR Administrator

Reporting to: People & Change Manager

Location: Kells/Navan, Co. Meath
and scope for hybrid working following initial training

Job Posting Date: 4th August 2026

About Us

Willow Domestic Abuse Services (Willow DAS, formerly known as Meath Women's Refuge and Support Services) is a domestic violence support service. We have worked for over 30 years supporting women and children experiencing domestic violence, working closely with a wide range of stakeholders to fulfil our vision of a future free from domestic, sexual and gender-based violence and abuse. Our services include emergency refuge accommodation, outreach support, psychotherapy and counselling service, educational programmes, and a specialist children's programme.

Job Summary

This role is part of the support office team for a progressive social care organisation providing refuge, outreach and education services in Co. Meath.

The role involves responsibility for the fortnightly staff payroll in addition to supporting generalist HR functions (recruitment, training and record keeping).

Applicants must have previous experience in payroll processing with a full understanding of all statutory obligations applying to payments and deductions. A generalist HR background is an advantage as the role includes administrative support for all employee lifecycle functions.

The office location will initially be Kells, Co. Meath and will change to Navan, Co. Meath after the initial months (exact timing to be confirmed), with a requirement to attend at Navan on an occasional basis during the initial time. A level of hybrid working will be possible following the initial training in the role.

The role is available on a flexible hours / days basis, c. 28 hours per week over 4 to 5 days.



Main Duties and Responsibilities

Reporting to the People & Change Manager, or designate, the Payroll Officer / HR Administrator will:

- Take responsibility for the fortnightly payroll process from review of timesheets to processing of payroll payments and deductions, bank and pension transfers and associated reports.
- Respond to staff queries relating to payments and leave entitlements.
- Setup new starters on payroll and the HR attendance system, supporting issue and return / filing of staff contracts.
- Support recruitment administration, placing ads, alerting line managers to new applications, supporting correspondence with applicants and ensuring compliance with GDPR relating to retention of applicant records.
- Track training requirements and course attendance, liaising with course providers and maintaining staff training records.
- Deputise for other Finance & Admin team members, covering essential tasks during absences, as required.
- Support the direction of administrative tasks performed by other team members, as required.

Recruitment work may include some involvement in administration relating to pre-employment checks (references, qualification validation, Garda vetting).

Depending on work hours, there may be some involvement in supporting health and safety administration and record keeping.

As with all our roles, working with Willow DAS involves:

- Working in alignment with the vision, mission, strategic goals, values, policies and procedures of Willow DAS and statutory requirements, which include but are not limited to: Children First / Child Protection and Welfare, Health and Safety, Teams/SharePoint and e-SAFE Usage, Confidentiality, etc.
- Working from a trauma informed approach as part of our overall commitment to being a Trauma Informed Organisation.
- Working under the direction and guidance of management to ensure the highest possible standards are maintained at all times. This involves but is not limited to: communicating with management on a regular basis, advising of any issues arising in a timely manner, attending one to one and team meetings, etc.
- Working collaboratively with colleagues in Willow DAS and representatives of partner agencies / services.
- Commitment to further training and development.

A laptop and mobile phone will be supplied which must be used for all work activity.

Skills and Qualifications Required

- Ideally a level 7 qualification in Business Administration, HR Management or a payroll technician course.
- Experience working in a finance or HR role that included payroll responsibility. Only applicants with two or more years relevant experience will be considered, though a greater length of experience would be a clear advantage.
- Experience working within the charity sector is desirable.
- The ability to work both collaboratively with colleagues and to work independently on own initiative is essential.
- High attention to detail / an accurate approach to working is critical in this role.
- A high level of numeracy is essential in this role.
- Applicants should be comfortable working in an entirely digital environment, embracing new software and systems to support work sharing and workflow.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform that may be required either now or in the future.

Terms of Employment

Contract Type: This is a permanent role, subject to 6 months' probation.

Location: The office location will initially be Kells, Co. Meath and will change to Navan, Co. Meath after the initial months (exact timing to be confirmed), with a requirement to attend at Navan on an occasional basis during the initial time. A level of hybrid working will be possible following the initial training in the role.

Remote working: Some opportunities for remote working will be available to the successful candidate; the current policy is up to one day per week after initial training (2 months) and subject to satisfactory work from home arrangements.

Salary: The applicable rate is either the Experienced Finance Administrator rate (€20.32 per hour) or the Experienced Finance Officer rate (€22.77 per hour) which equates to either €39,091 or €43,805 per annum for full time hours, with actual grading / salary rate to be determined based on qualifications and level of experience, and prorated according to hours of work agreed.

Hours of work: To be agreed at c. 28 hours per week over four to five days across Monday to Friday, exact hours to be agreed with candidate.

Annual Leave: Accrued at the rate of 10% of hours worked.

Pension: Applicable.



Working with Willow DAS involves being part of a wider team of committed staff with an ethos of mutual respect and support. The support team plays an important role in contributing to a positive work culture in the organisation which is further enabled by our Willow Well staff group which works to promote our wellbeing goals of connecting, acknowledgement and rebalancing.

Application Process

Please submit your CV with a cover letter via email to the Helen Cahill, People & Change Manager, at recruitment@willowdas.ie with the subject line: **HR and Payroll Specialist**. Informal enquires are welcome ahead of application to Helen at 083 852 9430.

CVs will be reviewed on a rolling basis throughout August 2026.

Pre Employment Checks

- Any offer of a position will be subject to validation of required qualifications and past employment record (statement of fact references).
- Any offer of a position will also be subject to the candidate possessing a valid work permit for Ireland, as Willow DAS is not in a position to sponsor work permits.

Willow DAS / Meath Women's Housing Association CLG is an Equal Opportunities Employer
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