

## **ABOUT THE ARK**

The Ark is a dedicated cultural centre for children. We opened in 1995, three years after the Irish government ratified the UN Convention on the Rights of The Child (UNCRC), recognising the rights of children to “participate freely in cultural life and the arts”. The Ark was founded on the principle that children are entitled to great art made especially for them.

Our purpose is to realise children’s right to art and culture with ambition and joy. We do so by commissioning, producing and presenting fun and ambitious art for, by, and about children from birth to twelve. Our work is also our advocacy.

We share the work of brilliant and daring Irish and international artists in our award-winning, purpose-designed home in the heart of Dublin’s Temple Bar, as well as in-person and online in schools, in libraries, in early years and care settings around Ireland. We seek to engage children in the places and spaces and on the platforms that are meaningful to them. We often work in partnership with others as artistic collaborators or to advance the diversity and inclusivity of our engagement with children.

Child participation is at the heart of our practice. We work closely with our Children’s Council and have a robust model of child participation embedded across all of our programmes. Consultation with children actively, comprehensively informs all our decision-making.

As firm advocates of children’s right to art and culture and as leaders in participatory practice, we regularly share our resources and knowledge with artists, educators and all those interested in child-centred arts practice. We also curate specific professional development opportunities for teachers and artists, and work with other like-minded organisations to advance children’s rights to art and culture as part of their learning and development.

In April 2024 we published *The Ark Strategy 2024-2028* which sets out our ambition to be a thriving, inclusive, sustainable, climate-friendly organisation, recognised for the integrity, influence and impact of our work in realising children’s right to art and culture.

Building on our leading, rights-based, child participation practice we will innovate to further engage children as co-creators in the artistic process. Together, through ongoing collaboration with diverse artists we will create playful, experimental art for today and imagine the art of the future.

To mark our 30th anniversary in 2025, we broadened our audience for children from birth to 12, establishing an equitable and profound early years practice to include babies in our programming for the first time.

We will continue to be a vocal champion of the arts and of artists and a trusted advocate for children, working closely with them and on their behalf, to ensure their right to art and culture is meaningfully realised in both policy and practice.

With these commitments and by living our values: dreaming big, thinking ahead, opening hearts and minds, showing kindness and care, and, of course, having fun, The Ark will remain at the heart of artistic life for children in Ireland.

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## **THE ROLE**

This is an excellent opportunity for an experienced payroll professional to join The Ark in a focused part-time capacity. The Payroll Officer will be responsible for the accurate and timely processing of

The Ark's weekly and monthly payroll, ensuring full compliance with all statutory requirements and maintaining confidentiality and professionalism in all payroll matters.

Working one day per week (7 hours), this role will suit someone with strong payroll experience who is looking for a part-time position in a mission-driven arts organisation. You will work closely with the General Manager and support the small staff team with payroll queries and administration.

### **Reporting**

Reports to the General Manager

**Key Relationships:** General Manager, all staff members, external payroll/pension providers (if applicable), Revenue.

### **Key Responsibilities:**

#### **Payroll Processing**

- Process weekly and monthly payroll accurately and on time, ensuring all staff are paid correctly.
- Maintain accurate payroll records for all employees, including starters, leavers, salary changes, tax code changes, and any other payroll-relevant information.
- Calculate statutory payments including holiday pay, sick pay, and maternity/paternity leave payments in line with employment law.
- Administer deductions including PAYE, PRSI, USC, pensions, and any other applicable deductions.
- Prepare payroll reports and summaries for the General Manager as required.

#### **Revenue Compliance & Statutory Returns**

- Submit monthly PAYE/PRSI returns to Revenue via ROS (Revenue Online Service) in line with statutory deadlines.
- Ensure full compliance with all Revenue requirements and maintain up-to-date knowledge of Irish payroll legislation and tax regulations.
- Liaise with Revenue as required to resolve queries or issues relating to payroll tax.

#### **Pension Administration**

- Administer The Ark's pension scheme, including processing monthly pension contributions for eligible employees.
- Liaise with the pension provider to ensure contributions are submitted on time and employee records are up to date.
- Support new employees with pension enrollment and respond to staff queries regarding pension arrangements.

#### **Staff Queries & Support**

- Act as the first point of contact for all staff payroll queries, responding promptly and professionally.
- Provide clear explanations to staff on payslips, deductions, tax codes, and other payroll matters.
- Maintain confidentiality and handle all payroll information with the utmost discretion and professionalism.

#### **General**

- Maintain payroll files and records in line with GDPR and data protection requirements.
- Support the General Manager with any other payroll-related tasks or queries as they arise.

### PERSON SPECIFICATION:

#### Knowledge and Experience

- Minimum of 2 years' experience processing payroll in Ireland, with strong knowledge of Irish payroll legislation, PAYE, PRSI, USC, and Revenue requirements.
- Experience using ROS (Revenue Online Service) for submission of monthly payroll returns.
- Experience processing statutory payments including sick pay, maternity/paternity leave, and holiday pay – particularly in regard to part-time employees.
- Experience administering pension schemes and liaising with pension providers.
- Knowledge of Irish employment law as it relates to payroll would be an advantage.
- Experience working in the charity, non-profit, or arts sector would be a particular advantage.

#### Skills

- Proficiency in payroll software is essential. Experience with Collsoft would be an advantage but training can be given.
- Strong numeracy skills and excellent attention to detail.
- Excellent organisational skills and the ability to manage payroll deadlines independently.
- Good IT skills, including competency with Excel and Microsoft Office.
- Excellent communication skills, with the ability to explain payroll matters clearly to non-specialist staff.

#### Personal Attributes

- Highly discreet and able to handle confidential and sensitive information with integrity and professionalism.
- Reliable, organized, and able to work independently with minimal supervision.
- Proactive and solution-focused, with a commitment to delivering accurate and timely payroll.
- An interest in the arts and culture and an enthusiasm for The Ark's mission to realise children's right to art and culture.

### TERMS

This is a part-time role for one day per week (7 hours). The working day will be agreed with the General Manager to ensure it aligns with monthly payroll cycles and deadlines. Ideally the successful candidate will work on-site at The Ark's venue in Temple Bar, Dublin 2.

This is an initial fixed-term appointment for 12 months, with a three-month probationary period. Holiday entitlement will be calculated on a pro-rata basis in line with statutory requirements.

Garda (police) vetting is a requirement of the appointment process.

#### Salary

€48,000 per annum pro rata - €9,600 for this 0.2 WTE role.

All staff have access to a free and confidential Employee Assistance Programme.

The Ark is committed to creating a diverse environment and is proud to be an equal opportunity employer. The Ark's Equality, Diversity & Inclusion Policy can be found [here](#).

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### HOW TO APPLY

Interested candidates are invited to apply by completing / providing the following items:

1. A CV highlighting your relevant experience for this role.

2. A covering letter outlining your experience and reason for applying for the role.  
Please send your application by email only addressed to Al Russell, General Manager to [al@ark.ie](mailto:al@ark.ie) with subject line 'Payroll Officer Role'.

**Closing date for applications is Tuesday 5 May at 12pm.** *Late applications will not be accepted.*

Please note that successful candidates will be required to provide proof of identity and complete our Garda vetting process.

All applications will be treated in the strictest confidence.

Interview Dates and Selection methods

- Initial short-listing of candidates will be on the basis of the information contained in their CV and covering letter.
- Candidates who are short-listed will be invited to attend for interview at The Ark in the w/c 11 May.
- In line with our data protection policy, we will only use the information that you provide for the purposes of this recruitment process. On completion of the process, your information will be securely retained for a maximum of 6 months before being erased.