

Finance Department





Finance

Department

Roles

1. Financial Controller
2. Finance Manager
3. Management Accountant
4. Production Accountant
5. Accounts Assistant
6. Accounts Payable
7. Payroll Assistant

Financial Controller

The Financial Controller oversees the financial operations of a studio and ensures compliance with industry-specific regulations, including the Irish Revenue Film Tax Credits (S481). They are responsible for managing financial processes, preparing accurate financial statements, and providing strategic financial guidance to support business decisions. The Financial Controller collaborates with internal and external stakeholders to ensure financial stability and maximise the benefits of the S481 tax credit.

Key tasks:

1. Overseeing financial operations and ensuring compliance with S481 tax credit requirements
2. Developing and implementing financial policies, procedures, and controls
3. Preparing accurate financial statements and reports
4. Managing budgeting and forecasting processes
5. Conducting financial analysis to support business decisions
6. Coordinating external audits and ensuring timely filing of tax returns
7. Providing financial guidance and support to internal teams

Task statements

Task statement 1:

Overseeing financial operations and ensuring compliance with S481 tax credit requirements

Associated activities

- ✓ Monitors financial activities to ensure adherence to S481 tax credit guidelines and regulations
- ✓ Collaborates with production teams to accurately track and document eligible expenditures for tax credit purposes
- ✓ Liaises with external auditors and tax advisors to ensure compliance with S481 requirements
- ✓ Reviews financial processes and makes recommendations to improve compliance and efficiency

Task statement 2:

Developing and implementing financial policies, procedures, and controls

Associated activities

- ✓ Establishes and maintains financial policies and procedures in alignment with industry best practices and S481 requirements
- ✓ Designs and implements internal controls to safeguard assets and mitigate financial risks
- ✓ Conducts regular reviews and updates of financial policies and procedures to ensure compliance and efficiency
- ✓ Provides training and guidance to finance and production teams on financial policies and controls

Task statement 3:

Preparing accurate financial statements and reports

Associated activities

- ✓ Oversees the preparation of monthly, quarterly, and annual financial statements in accordance with relevant accounting standards
- ✓ Ensures timely and accurate recording of financial transactions
- ✓ Reviews and analyses financial data to identify trends, variances, and areas for improvement
- ✓ Presents financial reports to senior management, stakeholders, and external parties as required

Task statement 4:

Managing budgeting and forecasting processes

Associated activities

- ✓ Collaborates with department heads and senior management to develop annual budgets and forecasts
- ✓ Monitors actual financial performance against budgets and forecasts
- ✓ Provides financial analysis and insights to support budgeting decisions and cost control initiatives
- ✓ Conducts regular budget reviews and recommends adjustments as necessary

Task statement 5:

Conducting financial analysis to support business decisions

Associated activities

- ✓ Performs financial modelling, scenario analysis, and feasibility studies to evaluate investment opportunities
- ✓ Analyses project profitability and provides recommendations for cost optimisation
- ✓ Monitors key financial metrics and benchmarks to assess financial performance
- ✓ Supports business units with financial insights for decision-making processes

Task statement 6:

Coordinating external audits and ensuring timely filing of tax returns

Associated activities

- ✓ Collaborates with external auditors to facilitate the annual audit process and ensure compliance with accounting standards and tax regulations
- ✓ Prepares and reviews audit schedules and supporting documentation
- ✓ Coordinates with tax advisors to prepare and file accurate and timely tax returns, including the S481 tax credit claim
- ✓ Addresses audit queries and implements recommendations for process improvements

Task statement 7:

Providing financial guidance and support to internal teams

Associated activities

- ✓ Collaborates with department heads and project managers to analyse project costs and provide financial guidance throughout the production process
- ✓ Assists with financial aspects of contract negotiations and vendor relationships
- ✓ Provides financial training and support to non-finance personnel to enhance their understanding of financial processes and controls
- ✓ Supports management in making informed financial decisions to maximise the benefits of the S481 tax credit

Competencies applicable

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

Finance Manager

The Finance Manager oversees financial operations and provides strategic financial guidance to support business decisions. They are responsible for managing financial processes, ensuring compliance with industry-specific regulations, including the Irish Revenue Film Tax Credits (S481), and maximizing the benefits of the tax credit. The Finance Manager collaborates with internal teams, production partners, and external stakeholders to maintain financial stability, drive profitability, and optimise financial performance.

Key tasks:

1. Managing financial operations and ensuring compliance with S481 tax credit requirements
2. Developing and implementing financial strategies, policies, and controls
3. Preparing accurate financial reports, forecasts, and budgets
4. Conducting financial analysis and providing insights for decision-making
5. Coordinating external audits and ensuring timely filing of tax returns, including S481 claims
6. Collaborating with cross-functional teams to optimise the benefits of S481 tax credits
7. Providing financial guidance and support to internal stakeholders

Task statements

Task statement 1:

Managing financial operations and ensuring compliance with S481 tax credit requirements

Associated activities

- ✓ Oversees day-to-day financial operations, including accounts payable, accounts receivable, and general ledger activities
- ✓ Monitors financial transactions to ensure adherence to S481 tax credit guidelines and regulations
- ✓ Collaborates with production teams to accurately track and document eligible expenditures for tax credit purposes
- ✓ Liaises with external auditors and tax advisors to ensure compliance with S481 requirements

Task statement 2:

Developing and implementing financial strategies, policies, and controls

Associated activities

- ✓ Formulates financial strategies and goals in alignment with business objectives and S481 tax credit requirements
- ✓ Designs and implements financial policies, procedures, and controls to ensure compliance and mitigate financial risks
- ✓ Establishes systems for financial planning, budgeting, and forecasting
- ✓ Reviews and updates financial strategies and policies to adapt to changing industry and regulatory environments

Task statement 3:

Preparing accurate financial reports, forecasts, and budgets

Associated activities

- ✓ Oversees the preparation of timely and accurate financial statements, including profit and loss statements, balance sheets, and cash flow statements
- ✓ Analyses financial data and prepares financial reports for management, stakeholders, and regulatory bodies
- ✓ Leads the budgeting and forecasting processes, collaborating with department heads to develop annual budgets and forecasts
- ✓ Monitors financial performance against budgets and forecasts, identifying variances and recommending corrective actions

Task statement 4:

Conducting financial analysis and providing insights for decision-making

Associated activities

- ✓ Performs financial analysis, including cost analysis, profitability analysis, and financial modelling, to support business decisions
- ✓ Analyses project budgets and expenditures to ensure cost efficiency and profitability
- ✓ Provides insights and recommendations based on financial analysis to optimise resource allocation and improve financial performance
- ✓ Monitors key financial metrics and benchmarks to assess overall financial health and identify areas for improvement

Task statement 5:

Coordinating external audits and ensuring timely filing of tax returns, including S481 claims

Associated activities

- ✓ Manages the coordination of external audits and ensures compliance with accounting standards and tax regulations
- ✓ Prepares and reviews audit schedules, supporting documentation, and financial statements
- ✓ Collaborates with tax advisors to prepare and file accurate and timely tax returns, including the S481 tax credit claim
- ✓ Addresses audit queries, implementing audit recommendations, and continuously improving internal controls and processes

Task statement 6:

Collaborating with cross-functional teams to optimise the benefits of S481 tax credits

Associated activities

- ✓ Collaborates with production teams, legal teams, and tax advisors to maximise the benefits of the S481 tax credit
- ✓ Provides financial guidance and support to ensure accurate tracking and documentation of eligible expenditures
- ✓ Monitors compliance with S481 guidelines and regulations across all production activities
- ✓ Participates in cross-functional meetings and discussions to align financial strategies with production requirements and tax credit guidelines

Task statement 7:

Providing financial guidance and support to internal stakeholders

Associated activities

- ✓ Collaborates with department heads, project managers, and executives to provide financial insights and guidance
- ✓ Assists in financial aspects of contract negotiations, vendor relationships, and partnership agreements
- ✓ Conducts financial training and support to enhance the financial acumen of non-finance personnel
- ✓ Supports management in making informed financial decisions to maximise the benefits of the S481 tax credit and drive profitability

Competencies applicable

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

Management Accountant

The Management Accountant provides accurate financial information and analysis to support strategic decision-making and drive business performance. They are responsible for preparing financial reports, conducting cost analysis, and providing insights into the financial health of the organisation. The Management Accountant also plays a key role in maximizing the benefits of the Irish Revenue Film Tax Credits (S481) by ensuring compliance with the tax credit requirements and optimising eligible expenditures.

Key tasks:

1. Preparing financial reports and conducting financial analysis
2. Monitoring and managing project costs and budgets
3. Collaborating with stakeholders to optimise S481 tax credit benefits
4. Ensuring compliance with S481 tax credit guidelines and regulations
5. Conducting cost analysis and identifying areas for cost optimisation
6. Providing financial insights and recommendations to support decision-making

Task statements

Task statement 1:

Preparing financial reports and conducting financial analysis

Associated activities

- ✓ Generates accurate and timely financial statements, including profit and loss statements, balance sheets, and cash flow statements
- ✓ Analyses financial data to identify trends, variances, and areas of improvement
- ✓ Prepares regular financial reports for management, stakeholders, and regulatory purposes
- ✓ Conducts financial forecasting and budgeting activities to support business planning

Task statement 2:

Monitoring and managing project costs and budgets

Associated activities

- ✓ Collaborates with project managers to develop project budgets and forecasts
- ✓ Tracks project expenditures and ensuring adherence to budgets
- ✓ Analyses project costs and variances to assess project profitability
- ✓ Provides cost reports and insights to project teams and management

Task statement 3:

Collaborating with stakeholders to optimize S481 tax credit benefits

Associated activities

- ✓ Liaises with production teams, tax advisors, and legal teams to maximise the benefits of S481 tax credits
- ✓ Ensures accurate tracking and documentation of eligible expenditures for the tax credit
- ✓ Collaborates with cross-functional teams to align financial processes with S481 guidelines and requirements
- ✓ Provides guidance and support on S481 tax credit compliance and regulations

Task statement 4:

Ensuring compliance with S481 tax credit guidelines and regulations

Associated activities

- ✓ Stays up to date with the latest S481 tax credit guidelines and regulations
- ✓ Reviews production activities and expenditures to ensure compliance with S481 requirements
- ✓ Collaborates with internal teams and external advisors to maintain accurate records and documentation for S481 claims
- ✓ Assists in the preparation and submission of S481 tax credit claims

Task statement 5:

Conducting cost analysis and identifying areas for cost optimisation

Associated activities

- ✓ Analyses cost drivers and conducts cost-benefit analysis for various business activities
- ✓ Identifies cost-saving opportunities and recommends cost optimisation strategies
- ✓ Reviews operational processes to improve efficiency and reduce costs
- ✓ Provides insights and recommendations on cost management to support decision-making

Task statement 6:

Providing financial insights and recommendations to support decision-making

Associated activities

- ✓ Conducts financial analysis to support strategic decision-making and business planning
- ✓ Presents financial findings and recommendations to management and stakeholders
- ✓ Participates in budget reviews, forecasting discussions, and financial planning sessions
- ✓ Provides financial guidance and support to other departments and stakeholders as needed

Competencies applicable

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

Production Accountant

The Production Accountant is responsible for managing and overseeing the financial aspects of animation projects. They work closely with the production team to ensure accurate budgeting, cost tracking, and financial reporting throughout the production process. The Production Accountant also plays a crucial role in optimising the benefits of the Irish Revenue Film Tax Credits (S481) by ensuring compliance with the tax credit requirements and effectively managing eligible expenditures.

Key tasks:

1. Creating and managing production budgets
2. Tracking and reporting project costs
3. Ensuring compliance with S481 tax credit guidelines and regulations
4. Managing financial transactions and vendor relationships
5. Providing financial insights and recommendations to support production decisions
6. Collaborating with stakeholders to optimise S481 tax credit benefits

Task statements

Task statement 1:

Creating and managing production budgets

Associated activities

- ✓ Collaborates with the production team to develop accurate and detailed production budgets
- ✓ Estimates costs for various production elements, including labour, equipment, materials, and post-production
- ✓ Monitors and controls production expenses to ensure adherence to approved budgets
- ✓ Conducts regular budget reviews and providing updates to stakeholders

Task statement 2:

Tracking and reporting project costs

Associated activities

- ✓ Records and tracks all production-related expenses, including invoices, receipts, and purchase orders
- ✓ Analyses project costs and variances to identify potential cost overruns or savings opportunities
- ✓ Provides regular cost reports and financial updates to the production team and management
- ✓ Assists in the preparation of financial statements and reports for internal and external purposes

Task statement 3:

Ensuring compliance with S481 tax credit guidelines and regulations

Associated activities

- ✓ Familiarises self with the requirements and guidelines of the Irish Revenue Film Tax Credits (S481)
- ✓ Collaborates with tax advisors and legal teams to ensure compliance with S481 regulations
- ✓ Tracks and documents eligible expenditures for S481 claims
- ✓ Assists in the preparation and submission of S481 tax credit applications and supporting documentation

Task statement 4:

Managing financial transactions and vendor relationships

Associated activities

- ✓ Processes payments to vendors, contractors, and suppliers in a timely manner
- ✓ Reviews and reconciles financial transactions to ensure accuracy and completeness
- ✓ Establishes and maintains positive relationships with vendors and negotiates favourable terms
- ✓ Manages financial contracts and agreements with external parties

Task statement 5:

Providing financial insights and recommendations to support production decisions

Associated activities

- ✓ Analyses financial data and provides insights on project profitability, cost efficiency, and financial performance
- ✓ Collaborates with the production team to assess the financial implications of creative decisions
- ✓ Offers recommendations and strategies to optimise production costs and financial outcomes
- ✓ Assists in evaluating investment opportunities and potential revenue streams

Task statement 6:

Collaborating with stakeholders to optimise S481 tax credit benefits

Associated activities

- ✓ Collaborates with cross-functional teams, including tax advisors and legal teams, to maximise the benefits of S481 tax credits
- ✓ Ensures accurate tracking and documentation of eligible expenditures for the tax credit
- ✓ Provides guidance and support on S481 tax credit compliance and regulations
- ✓ Assists in the preparation and submission of S481 tax credit claims

Competencies applicable

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
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Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

Accounts Assistant

An Accounts Assistant maintains accurate financial records and supports the overall finance function. The Accounts Assistant is responsible for assisting in various accounting activities, including accounts payable, accounts receivable, and general ledger maintenance. They work closely with the finance team to ensure the smooth and efficient operation of financial processes while adhering to the requirements of the Irish Revenue Film Tax Credits (S481).

Key tasks:

1. Processing accounts payable and receivable transactions
2. Reconciling financial records and preparing financial reports
3. Assisting with payroll processing and employee expense management
4. Maintaining accurate and up-to-date financial records and documentation
5. Supporting the preparation of tax credit claims under the S481 scheme
6. Collaborating with the finance team to ensure compliance with financial regulations

Task statements

Task statement 1:

Processing accounts payable and receivable transactions

Associated activities

- ✓ Reviews and verifies invoices, purchase orders, and payment requests
- ✓ Codes and enters financial transactions into the accounting system
- ✓ Manages vendor accounts, including processing payments and resolving discrepancies
- ✓ Prepares and issues invoices to clients and monitors accounts receivable

Task statement 2:

Reconciling financial records and preparing financial reports

Associated activities

- ✓ Reconciles bank statements and credit card transactions with financial records
- ✓ Conducts periodic reconciliations of accounts to ensure accuracy
- ✓ Assists in the preparation of financial statements and reports
- ✓ Compiles financial data for audits and assists in audit processes

Task statement 3:

Assisting with payroll processing and employee expense management

Associated activities

- ✓ Assists in the preparation and processing of payroll, including employee time tracking and benefits administration
- ✓ Manages employee expense claims, verifying supporting documentation, and processing reimbursements
- ✓ Ensures compliance with payroll regulations and accurately records payroll transactions

Task statement 4:

Maintaining accurate and up-to-date financial records and documentation

Associated activities

- ✓ Organises and maintains financial files, documents, and records
- ✓ Records and updates financial transactions in the accounting system
- ✓ Archives financial documents in accordance with company policies
- ✓ Assists in the development and implementation of document retention and filing systems

Task statement 5:

Supporting the preparation of tax credit claims under the S481 scheme

Associated activities

- ✓ Assists in gathering and organising financial data and supporting documentation for S481 tax credit claims
- ✓ Collaborates with the finance team to ensure accurate tracking of eligible expenditures
- ✓ Compiles and prepares necessary reports and documentation for the tax credit claim process
- ✓ Follows up on any queries or requests for additional information from tax advisors or authorities

Task statement 6:

Collaborating with the finance team to ensure compliance with financial regulations

Associated activities

- ✓ Assists in monitoring compliance with financial policies, procedures, and regulations
- ✓ Participates in internal and external financial audits and ensures timely completion of audit requirements
- ✓ Contributes to the implementation of internal controls and process improvements
- ✓ Assists in maintaining an effective system of financial controls and data integrity

Competencies applicable

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

Accounts Payable

The Accounts Payable role in the animation industry is responsible for managing the payment process and ensuring the accurate and timely payment of invoices and expenses. This position plays a crucial role in maintaining positive relationships with vendors and ensuring compliance with financial regulations. The Accounts Payable personnel works closely with the finance team to ensure the smooth operation of the accounting department.

Key tasks:

1. Processing vendor invoices and expense claims
2. Verifying accuracy and completeness of invoices and expense claims
3. Preparing and processing payments to vendors
4. Reconciling vendor statements and resolving any discrepancies
5. Maintaining accurate records of accounts payable transactions
6. Assisting with month-end and year-end closing activities
7. Familiarising self with and utilising the Irish Revenue Film Tax Credits process (S481) as it relates to accounts payable

Task statements

Task statement 1:

Processing vendor invoices and expense claims

Associated activities

- ✓ Receives and reviews vendor invoices and expense claims
- ✓ Ensures invoices are properly authorised and supported by relevant documentation
- ✓ Enters invoice details into the accounting system
- ✓ Codes invoices accurately to the appropriate general ledger accounts
- ✓ Seeks clarifications from vendors or internal stakeholders as needed

Task statement 2:

Verifying accuracy and completeness of invoices and expense claims

Associated activities

- ✓ Conducts thorough review and verification of invoice details, such as quantities, prices, and applicable taxes
- ✓ Cross-checks invoices against purchase orders or contractual agreements
- ✓ Confirms that expense claims comply with company policies and procedures
- ✓ Identifies and resolves any discrepancies or issues with vendors or internal stakeholders

Task statement 3:

Preparing and processing payments to vendors

Associated activities

- ✓ Prepares payment runs in accordance with established payment terms
- ✓ Generates checks or initiates electronic payments through the designated payment systems
- ✓ Ensures payments are accurately recorded in the accounting system
- ✓ Maintains appropriate documentation and authorisation for payments

Task statement 4:

Reconciling vendor statements and resolving any discrepancies

Associated activities

- ✓ Reconciles vendor statements with accounts payable records
- ✓ Investigates and resolves any discrepancies or outstanding items
- ✓ Communicates with vendors to address payment-related queries or issues
- ✓ Maintains positive relationships with vendors to ensure smooth transactions

Task statement 5:

Maintaining accurate records of accounts payable transactions

Associated activities

- ✓ Maintains an organised and up-to-date filing system for invoices, payment records, and related documentation
 - ✓ Ensures all supporting documentation is properly filed and easily retrievable
 - ✓ Updates vendor records in the accounting system, including contact details and payment terms
- Generates regular reports on accounts payable status and ageing

Task statement 6:

Assisting with month-end and year-end closing activities:

Associated activities

- ✓ Prepares accruals and other adjusting entries related to accounts payable
- ✓ Collaborates with the finance team to ensure timely and accurate financial reporting
- ✓ Provides necessary information and support during internal and external audits
- ✓ Assists in the preparation of financial statements and other reporting requirements

Task statement 7:

Familiarising self with and utilising the Irish Revenue Film Tax Credits process (S481) as it relates to accounts payable:

Associated activities

- ✓ Understands the specific requirements and regulations of the S481 tax credit process
- ✓ Ensures compliance with S481 guidelines for eligible expenses and documentation
- ✓ Collaborates with the finance team to accurately track and report qualified expenses for the tax credit
- ✓ Provides necessary information and support during the tax credit application and audit processes

Competencies applicable

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

Payroll Assistant

The Payroll Assistant in the animation industry plays a vital role in ensuring accurate and timely processing of employee payroll. This position is responsible for assisting in all aspects of payroll administration, including maintaining employee records, calculating wages, and complying with payroll regulations. The Payroll Assistant works closely with the finance and HR teams to ensure payroll processes are efficient and in compliance with relevant laws and regulations, including the Irish Revenue Film Tax Credits process (S481).

Key tasks:

1. Assisting in processing and preparing payroll for employees
2. Maintaining accurate and up-to-date employee records
3. Calculating wages, deductions, and adjustments based on relevant information
4. Ensuring compliance with payroll regulations and tax requirements, including S481
5. Addressing employee inquiries and resolving payroll-related issues
6. Collaborating with HR and finance teams to ensure accurate and timely payroll processing
7. Familiarising self with and utilising the Irish Revenue Film Tax Credits process (S481) as it relates to payroll

Task statements

Task statement 1:

Assisting in processing and preparing payroll for employees:

Associated activities

- ✓ Collects and compiles employee timesheets, attendance records, and other relevant data for payroll processing
- ✓ Inputs data into the payroll system accurately and in a timely manner
- ✓ Collaborates with HR and finance teams to ensure all necessary payroll adjustments, such as new hires, terminations, promotions, and changes in employment status are properly reflected

Task statement 2:

Maintaining accurate and up-to-date employee records:

Associated activities

- ✓ Creates and updates employee records in the payroll system, ensuring accuracy and completeness
- ✓ Enters and maintains employee information, including personal details, tax withholding, benefits, and deductions
- ✓ Maintains confidentiality and security of employee data

Task statement 3:

Calculating wages, deductions, and adjustments based on relevant information:

Associated activities

- ✓ Calculates gross wages, deductions, and adjustments based on employee timesheets, contracts, and other relevant information
- ✓ Ensures accuracy of calculations, including regular and overtime hours, holiday pay, sick leave, and other applicable factors
- ✓ Verifies accuracy of employee benefits, such as health insurance, pension contributions, and other deductions

Task statement 4:

Ensuring compliance with payroll regulations and tax requirements, including S481:

Associated activities

- ✓ Stays updated on payroll regulations, tax laws, and relevant industry standards
- ✓ Ensures compliance with statutory requirements related to payroll, including tax withholdings, social security contributions, and other payroll-related obligations
- ✓ Familiarises self with the Irish Revenue Film Tax Credits process (S481) as it relates to payroll and ensures compliance with the relevant guidelines

Task statement 5:

Addressing employee inquiries and resolving payroll-related issues:

Associated activities

- ✓ Serves as a point of contact for employee payroll inquiries, providing timely and accurate information
- ✓ Investigates and resolves any payroll-related discrepancies or issues promptly
- ✓ Collaborates with HR and finance teams to address complex payroll matters or employee concerns

Task statement 6:

Collaborate with HR and finance teams to ensure accurate and timely payroll processing:

Associated activities

- ✓ Coordinate with HR to ensure proper onboarding and offboarding procedures for payroll-related matters
- ✓ Collaborate with finance team to ensure accurate and timely reporting of payroll expenses
- ✓ Support HR and finance teams in periodic audits, including payroll-related compliance and tax audits

Task statement 7:

Familiarising self with and utilising the Irish Revenue Film Tax Credits process (S481) as it relates to payroll:

Associated activities

- ✓ Understands the specific requirements and regulations of the S481 tax credit process as they pertain to payroll
- ✓ Ensures compliance with S481 guidelines for eligible payroll expenses and documentation
- ✓ Collaborates with the finance team to accurately track and report qualified payroll

Competencies applicable

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				



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Screen Ireland

