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| **Job Title:** | People & Payroll Analyst | **Department:** | People |
| **Reports to:****Reports to:** | Senior People Analyst |
| **Number of Reports:** | 0 | **Most Senior Report:** | 0 |
| **Role Outline:** Managing the weekly / monthly payrolls set up within the M Group Energy Division to build up an accurate picture of employee gross pay within dedicated areas.  |
| **Key Performance Indicators** | **Key Responsibilities** |
| * Accurate management of People and payroll data
* Timely management of People and payroll data in accordance with relevant deadlines associated with each process
* Excellent customer service
 | * Ensuring all pay elements are accurately collated, including variable pay elements such as overtime and bonus
* Ensuring all employee absence is accurately processed, including sickness absence, unpaid leave and family leave
* Track and manage CSP and SSP expiry dates and issue notifications to impacted employees
* Ensuring all relevant People data is correctly transferred to the People Services team for recording in Oracle
* Overseeing the starters and leavers processes to ensure these are correctly processed
* Working with relevant stakeholders (including management teams and the M Group payroll team) to ensure all are informed and consulted in relation to any pay or system changes
* Checking final weekly and monthly payroll reports before submitting to relevant Director for sign off.
* Issuing assigned regular reports in relation to dedicated areas
* Supporting the Senior People Analyst with ad hoc reporting requirements
* Supporting the Senior People Analyst with ongoing change initiatives
* Point of escalation for any People and Payroll queries which cannot be resolved by the M Group Payroll team.
* Continuously and proactively exploring ways to improve our People processes to streamline daily procedures and better integrate our systems
* Any other ad hoc People and Payroll projects as may be required
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| **Skills and Qualifications** | **Competencies and Knowledge** |
| Essential* Microsoft Office Suite including Word, Excel & powerpoint skills, including complex Excel functions and managing large volumes of data
 | Essential* Exceptional Organisational skills
* Excellent analytical and problem-solving skills
* Excellent Attention to detail
* Interpersonal and communication skills (verbal and written)
* Time Management skills with the ability to shift priorities when needed
* Ability to handle confidential information
* Confidence managing a variety of People and Payroll queries
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