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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 | | |
| **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 | | |