

## JOB DESCRIPTION

<b>Title</b>	<b>Payroll and HR Analyst</b>
<b>Reports to</b>	<b>Payroll, Benefits and Reward Manager</b>
<b>Department</b>	<b>Human Resources</b>
<b>Location</b>	<b>Hybrid working framework.</b> Office location in London (required 3 days in the office during the probation period, then 2-3 days per week thereafter depending on business need.)

### Main purpose of the role

To prepare the monthly payroll processes, analysing HR data and providing insights to support strategic decision making.

To be the team lead on HR systems and software, having oversight of our systems, understanding them and act as the systems administrator for the HR led systems.

To be the team lead on HR reporting – designing the reporting requirements and dashboards in line with the team and Bank's requirements to meet both management reporting needs and regulatory requirements i.e. disclosures.

To undertake HR analysis required by the Head of HR or other team members, from the reporting, to identify trends and insights.

### Key duties and responsibilities

#### **Payroll & Benefits**

##### **Assist the Payroll, Benefits and Reward Manager with the below responsibilities:**

- Process the monthly payrolls, ensuring accuracy and compliance with all relevant regulations.
- Undertake the tax year end exercises including but not limited to P60s, P11ds and PSA.
- Handle payroll enquiries.
- Maintain payroll records.
- Administer the monthly pension process.
- Provide relevant data (as and when required) in order to manage the administration of the Bank's external people related insurance benefits.
- Manage the benefits administration and assist on the annual benefit renewals.
- To prepare information required for the year end and regular external and internal audits, to the auditors.

### **HR Analytics & Systems Management**

- Collect, analyse and interpret HR data to identify trends and provide actionable insights.
- Design and maintain HR dashboards and HR reports from the various HR systems.
- Act as the Systems Administrator for the HRIS, Mandatory Learning and Appraisal systems.

### **Process Improvement**

- Identify opportunities for process improvements in payroll and HR analytics.
- Implement best practices and automation to enhance efficiency and accuracy.
- Write Payroll and associated procedures.

### **Culture responsibilities**

- Strive to act in line with the target culture including values, behaviours and E,D&I.
- Participate in and contribute to sustainability initiatives.
- Read and understand relevant risk appetite policies and processes.
- Speak up, raise breaches and issues.
- Maintain awareness of market best practice and regulatory updates.

### **Experience, skills and knowledge required**

- 3 years' experience proven experience in managing payroll and HR analytics.
- Proficiency in payroll software and HRI systems.
- Experience of handling employee benefits administration.
- Strong analytical skills and experience with data analysis tools (e.g. Excel, Power BI, 365 products). Knowledge of Co Pilot is desirable.
- Data visualisation techniques – able to visualise what is required to evidence and track HR metrics.
- Desirable – Previous knowledge of Iris Cascade HRIS.
- Organisational Skills: The ability to efficiently manage multiple tasks, prioritise workloads.
- Discretion and Integrity: Given the sensitive nature of the role, maintaining confidentiality and exercising discretion is paramount.
- Adaptability: The capacity to adapt to dynamic work environments and handle unexpected challenges is essential.
- Problem-Solving Abilities: The capability to identify issues proactively and provide solutions is an important attribute.
- Possess a strong team and work ethic.

**THIS SECTION MUST BE COMPLETED**

Certified Person:	N/A
Level of Authorisation held (ie payment authoriser)	N/A
Bank Signatory?	N/A
Level of Responsibility (ie Department Manager)	N/A

Name of Employee:	
Signature of employee:	
Date approved:	
Name of Manager:	Joanne Braine
Signature of Manager:	
Date approved:	