

ROLE SPECIFICATION

The Role/Responsibilities

The Reward and Benefits Manager, although part of the wider People team, is a standalone role which will be responsible for designing, implementing and managing the firm's compensation and benefits programs that attract, retain and motivate top talent:

- With guidance and input from the People team, develop and implement a compensation and benefits strategy which align with the firm's objectives.
- Review the firm's current benefits offering and compensation and bonus structure and make recommendations which ensure the firm remains competitive and able to attract and retain top talent.
- Be the subject matter expert and point of contact to the People team and firm on all matters relating to benefits and compensation.
- Manage end to end processes, such as the annual benefit contract renewals, benefit selection windows, benchmarking exercises.
- With support from the People team, lead the firm's salary review process, including making recommendations to the Board regarding bonuses and salary increases in line with budget, obtaining benchmarking data, managing the salary review spreadsheet, communication internally and salary letters.
- Manage the relationship with third party providers, including the firm's benefit's brokers.
- Analyse compensation and benefit data and trends to provide insights and recommendations for continuous improvement.
- Take the lead on reward and benefits related projects and assist with other firmwide projects where your expertise may be required.
- Maintain a good understanding of the external market and best practice, so to ensure that the firm is delivering a high-quality service amongst our competitors.
- Conduct day-to-day enrollment and changes into benefit programs, reconciliation of invoices, conduct periodic audits to ensure compliance and accuracy and analysis of market trends.
- Oversee the staff payroll, providing guidance and advice to members of the People team.

PERSON SPECIFICATION

Our ideal candidate will possess most of the following attributes:

- An undergraduate degree in any subject or equivalent professional experience.
- A minimum of 5 years' experience in reward and benefits, preferably within a professional services environment.
- Track record in identifying opportunities, building client relationships and networks internally and externally.

- Experience with project management and in depth understanding of statutory laws and regulations relating to pay and benefits.
- Experience in contributing to the diversity and inclusion strategy and operationalising it across the business.
- Ability to manage individual and team workloads effectively.
- Ability to confidently communicate and build relations with partners, managers, staff and clients at all levels.
- Ability to manage multiple stakeholders whilst maintaining a firm first approach.
- Professional and commercially aware approach to diversity and inclusion in business.
- High level of personal integrity, initiative and collegiate.