**Your Job Profile**

|  |  |
| --- | --- |
| What’s your job? | Pensions and Systems Administrator |
| Who do you report to? | Payroll Project Lead |
| Where are you based? | Our offices in Robertson Street, Glasgow |
| Which Team(s) are you in? | Payroll Team |
| Who do you manage? | N/A |
| What do you do? | Your job is to administer the ‘back office’ of our payroll systems to ensure processes, structure and workflows produce an efficient, accurate and on time payroll. |
| What are your key tasks | * Maintain Payroll software security e.g. setting up profiles, password resets, Ensure leavers access is removed and we are audit compliant * Investigate system issues/ queries and log calls with relevant software providers if required. * Test new patches, fixes etc before rolling out to relevant team * Maintain a yearly calendar of activities to enable accurate planning for future projects * Deliver new updates/ upgrades/ improvements in line with Payroll Project Lead set timelines * Assist Payroll Project Lead to deliver new Payroll Projects * Provide training sessions before new upgrades/ changes are rolled out to Payroll/ Departments. * Ensuring all Payroll system manuals/ Workflows are kept up to date * Creating Business Object reports * Assist Opco's system team when requested * Manage iTrent ESS/ People Manager help desk for ATH/ GA |
| Who are your key stakeholders? | * HR Department * Employees * Third parties – e.g System suppliers |
| What must you have to do this job? | * Knowledge of payroll systems, taxation and national insurance rules * Attention to detail and accuracy skills * Proficient in use of MS Excel (spreadsheets). * Attention to detail and accuracy skills * Ability to work independently and as part of a team * Ability to work under pressure against tight deadlines and competing priorities * Builds strong relationships, and collaborates with internal and external stakeholders |
| What would it be good for you to have to do this job? | * Knowledge of pension schemes and rules |
| What do we expect from you? | We expect you to demonstrate our Values |

**Abellio Values**

Icon

Description automatically generated