**Your Job Profile**

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| 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
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| Who are your key stakeholders? | * HR Department
* Employees
* Third parties – e.g System suppliers
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| 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
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| What would it be good for you to have to do this job? | * Knowledge of pension schemes and rules
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| What do we expect from you?  | We expect you to demonstrate our Values |

**Abellio Values**

