**Your Job Profile**

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| What’s your job? | Payroll and Systems Analyst |
| 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 as well as Payroll administration tasks. |
| What are your key tasks | * Payroll BAU activities
* Maintaining Payroll software security e.g. setting up profiles, password resets, Ensure leavers access is removed and we are audit compliant
* Investigating system issues/ queries and log calls with relevant software providers if required.
* Assist in the testing of new patches, fixes etc before rolling out to relevant team
* Asist in deliver new updates/ upgrades/ improvements/ Payroll projects in line with Payroll Project Lead set timelines
* 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? | * iTrent experience but not essential
* 2 years Payroll BAU experience
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| What do we expect from you?  | We expect you to demonstrate our Values |

**Abellio Values**

