



An alternative career in finance

Payroll and Benefits Manager

Following strong organic growth we are on the lookout for bright individuals to join our team; individuals who are motivated and want to deliver excellence in fund and corporate services.

Since our inception in 2001 we have placed a strong emphasis on the personal and professional development of our employees, providing an opportunity for individuals to truly progress and shine. This investment on the people behind our services has paid off and we are proud to have maintained an industry-leading employee retention rate for over ten years.

To find out more or apply, visit aztegroup.co.uk/careers, email careers@aztegroup.co.uk or call us on +44 (0) 1534 834456.

The Bright Alternative

aztegroup.co.uk | .eu



Aztec Group is an
ACCA Platinum Employer



AZTEC
GROUP

Job Description

Payroll and Benefits Manager

Reports to Payroll & Benefits Manager 2

The purpose of this position is to manage the payroll and benefits function, providing a fit for purpose support to all jurisdictions in which the Aztec Group operates.

Key responsibilities:

- + Manage the team end-to-end processing of the Group's monthly payroll ensuring all relevant changes and deductions are made and cut-off deadlines are adhered to
- + Manage in the design, preparation and interpretation of payroll related reports and statutory reporting i.e. Income Tax, Social Security and overtime reports
- + Manage the annual benefit renewal processes ensuring relevant product and market reviews are conducted
- + Manage Group-wide benefit broker and provider relationships, ensuring current agreements are in place and adhered too, and escalating any issues as necessary
- + Support the Head of Group Reward with the implementation of a Group Reward strategy
- + Manage the maintenance and development of payroll systems and benefit structures for all jurisdictions within the Group
- + Support the collation of the annual remuneration data in line with the Group's annual performance reviews
- + Manage Group Income Protection, Critical Illness and Death in Service claims
- + Support in the completion of annual Group salary and benefit benchmarking surveys
- + Act as the escalation point of contact to advise and guide managers and staff on payroll and employee benefits issues, policies and procedures such as healthcare and pensions
- + Process and reconcile monthly payroll and benefit invoices in line with annual budgets and provider contracts
- + Act as the escalation point of contact for external payroll providers, ensuring positive relations are fostered and maintained
- + Lead the organisation to meet its taxation, superannuation and other legislative and statutory obligations through processing and preparation of returns, related reports, forms and other documentation as requested
- + Coach, mentor and train members of staff, including the HR team on payroll and benefit related processes as necessary

The Bright Alternative

aztecgroupp.co.uk | .eu



Aztec Group is an
ACCA Platinum Employer



AZTEC
GROUP

Job Description

Payroll and Benefits Manager

Key responsibilities (continued):

- + Keep up-to-date with relevant employment laws, legislation and best practice in all relevant jurisdictions for the Group and ensure any changes are shared with the wider HR team
- + Provide a responsive, accurate client advisory service on payroll matters, problem-solve queries and assist in identifying payroll errors and implementing corrective action where required to ensure employee payments are processed accurately and database integrity is maintained
- + Support continuous improvement initiatives and projects as required

Skills, knowledge, expertise:

- + Proven practical payroll and benefits experience within a financial services business at HR Manager/Payroll/Benefits Manager level, supported by a relevant professional qualification
- + Understanding of employment legislation and its practical application in a commercial financial services business as well as an appreciation of the standards and industry best practice that are expected within a regulated environment
- + Strong internal and external communication and interpersonal skills together with the proven ability to develop good working relationships within the business and with service providers
- + An analytical mindset with the ability to provide insight in reward data
- + Sound numeracy skills, data entry skills, attention to detail and accuracy
- + Computer literacy skills are essential; advanced user of MS Office products
- + People management skills including team building and conflict resolution
- + Proven ability to work effectively either as an individual or member of a team and relate effectively with staff on all levels
- + Be an effective communicator and be able to learn new information, processes and procedures quickly
- + Travel to other jurisdictional offices will be required

We will provide the training, both in-house for relevant technical knowledge and also for professional qualifications to enhance your ability to provide sound accountancy services. You will need to be quick to learn new systems and great with people, as we value close working relationships with colleagues, clients and business contacts.

The Bright Alternative

aztecgroupp.co.uk | .eu



Aztec Group is an
ACCA Platinum Employer



AZTEC
GROUP