

# Role Profile

HR & Reward Analyst

June 2020

## Role Profile

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<b>Role Title:</b>	HR & Reward Analyst
<b>Reports to:</b>	Manager of Global Reward
<b>Department:</b>	HR
<b>Location:</b>	London

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### Purpose of Role

- Assist the Manager of Global Reward to develop the compensation and benefits framework for Actis.
- Manage the cash compensation spreadsheets and McLagan Benchmarking
- Second line support for all compensation matters
- Administration of reward and benefits activity
- Co-ordination of Payroll activities

### Key Responsibilities (this list is not exhaustive)

#### Assist in the management of carry schemes.

- This involves preparing carry award schedules to collect carry proposals and approval, working with the legal team to draft carry award letters, coordinating with the fund administrator in the preparation of carry award letters for participants, making tax elections for employees with increased carry allocations, and working closely with tax on all carry-related tax issues.
- When carry distribution arises, calculate the carry payments due to participants, work with our administrator to draft distribution notices, and make carry payments.
- Prepare carry letters for new joiners and issue vesting letters for leavers.
- Assists with ad-hoc queries from employees with respect to their carry awards and co-investments.

#### Annual year-end compensation review

- Assist in the planning, coordination and communication of the annual remuneration process for Actis worldwide.
  - Prepare remuneration schedules for each business area, collate and review compensation proposals, prepare analysis and remuneration review packs for sign-off.
  - Assist in the management of other incentive plan for the sales team.
  - Design and production of reward statements.
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- Discuss and prepare market data submission for each business area, and be the main point of contact with market data providers.

### **Pension & Benefits**

- Administer pensions and benefits for employees
- Plan the annual pension governance meeting with external advisors.
- Assist with any other pension plans as required.
- Assist with a global review of benefits across Actis.

### **Payroll**

- Assist with Monthly payroll submission to payroll team in Delhi
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### **Experience and Knowledge Required**

- A good understanding of reward in order to enhance and create efficiencies in existing processes.
  - Experience working within a broader HR team.
  - Experience in financial services and/or partnership environment would be an advantage.
  - Experience in working with a diverse range of stakeholders globally.
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### **Skills/Competencies Required**

- Accurate, numerate and good attention to details
  - Strong written and verbal communication skills at all levels.
  - Positive, driven and self-motivated
  - Good planning and coordination skills
  - Confident, pro-active, resilient and can-do attitude
  - Strong team-working skills
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