**HR Advisor – Remuneration and Benefits**

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| **Job Purpose:** | To provide accurate and timely information for Payroll, liaise with payroll service provider, and to administer all benefits for Tullow Staff. Assist in Benchmarking Surveys and Annual Salary & Bonus Review. |

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| **Responsibilities / Key Objectives:** | **Payroll**   * Collate Monthly Payroll Data (in Excel Spreadsheet) for New Starters, Leavers, and any monthly changes * Submit all information to the Payroll Provider * Review returned reports and conduct checks on data * Liaise with Finance for additional information required. * Distribute office Payslips and field Payroll queries * Enter Financial data into reporting systems (Cognos) * Provide dummy payslips when required * Apply to SARS for tax directives * Prepare offer letters and increase letters   **Benefit Administration**   * Administer the full range of Tullow Benefits offered to staff including but not limited to:   1. Discovery Health   2. Pensions/Retirement Planning   3. Gym Memberships   4. Share Incentive Plan and Share Options * Employee Benefit Inductions including induction training * Assist with Annual Salary & Bonus Review * Help and co-ordinate benchmarking input data * Assist with the salary budgeting process |

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| **Skills:** | * Excellent Numerical Skills * Experience in similar type of role * Good Spreadsheet Knowledge (Excel) * Attention to detail * Ability to handle pressure * Strong Customer Service Orientation * Comfortable communicating with employees at all levels in the business |

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| **Business Behaviours:** | * Pragmatic, fit for purpose approach * Respect Employees confidentiality * Act in accordance with Data Protection Laws |