



JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Payroll and Costings Analyst, Mediterranean Area
Department:	Finance
Contract Type:	Permanent
Job Purpose:	The Payroll and Costings Analyst is responsible to ensure the correct payroll and process is adopted within Mediterranean Area (MA), analyse and report various data relating to payroll, budget and reward, design and compile the employment budget and provide data analysis support to HR, Operations and the Area Office Management team as required. Work closely with the HR Manager (HRM) in developing the pay and reward analysis and cost options, always ensuring within budgetary constraints. Ensures that policies, procedures and programs are in alignment with the MAs overall strategic objectives and vision.
Job Band:	Band C
Reports to:	Finance Manager, Mediterranean Area
Direct Reports:	As required
Other Key Contacts:	<ul style="list-style-type: none">• Payroll consultants• Internal and External Auditors• MA Finance team at Area and HO• MA HR team
Financial Responsibilities:	As delegated
Location:	Area Office, Cyprus
Working hours:	37.5 hours Per Week
Travel:	Travel to MA countries as required
Full Driving Licence:	A full and valid driving licence
Right to work:	Must have right to work across the Area and be based in Cyprus

COMMISSION BACKGROUND

The Commonwealth War Graves Commission (CWGC) honours the 1.7 million men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten.

Our work commemorates the war dead, from building and maintaining our cemeteries and memorials at 23,000 locations in more than 150 countries and territories to preserve our extensive records and archives. Our values and aims, laid out in 1917, are as relevant now as they were 100 years ago.



KEY RESPONSIBILITIES and ACCOUNTABILITIES

General

Main responsibility

Under general direction and guidance perform high quality data reports, manage payroll including process, formulate employment budget and design, cost analysis of pay and reward for MA, including data analysis support to HR.

Reward

- Reviews and maintains pay inflation data for MA
- Analyses costing options and makes recommendations on pay and reward to HRM
- Keep pay data sheets and other relevant reward data up to date
- Produce the costing reports and scenarios regarding pay and benefits including benchmarking

Payroll

- Ensure the correct payroll process and data are in place
- Ensure to capture any MA payroll changes and update payroll monthly changes spreadsheet
- Provide various cost related reports to Management
- Undertake monthly audits of payroll to ensure appropriate payment of staff
- Undertake payroll check and correcting journals

Budgets

- Assist with the annual compilation of MA's Employment budget including Staff Support
- Responsible for the monitoring of the monthly Payroll and Staff Support expenditure against the budget in accordance with corporate accounting practices and processes
- Prepare the detailed employment forecast and corresponding upload file
- Update and distribute monthly reports for designated budget holders within Area Office and assist in the design and development of reports

General Duties

- Financial and management accounting tasks as and when required.
- Provide first line support to individuals, departments and Area on employment and staff support budget queries
- Responsible for costings relating to MA Training monthly, quarterly and yearly
- Undertake monthly reconciliation of Termination Indemnity, Provident Fund liabilities and annual leave liabilities
- Ensure appropriate security and confidentiality for all HR related information
- Other general office duties, including covering other administration functions and tasks as required
- Produce regular and accurate data reports as required
- Maintain team member and general files relating to pay and reward

Business Support

- Support the Operations, HR and Management Team by providing:
 - total rates of pay
 - prepare business cases regarding Subcontracting against Employment
 - Sensitivity analyses on Pay
 - Payback period on implementing efficiency initiatives
- Keep up to date with law changes relating to payroll



Project Responsibilities

As required.

Financial & Risk Management

As delegated.

Team Performance

As required.

JOB SCOPE REQUIREMENTS

Education, Knowledge and Experience

- A related university degree
- 3+ years' experience in payroll and reward
- 2+ years supervisory experience
- Experience in international payroll is desirable
- Solid experience in cost and data reports

Skills and Abilities

- Strong numerical skills
- Highly analytical with advanced Excel skills
- IT literate with excellent knowledge of Microsoft Office
- Strong communication skills both written and verbal in English. Greek is desirable
- Ability to convey and complete tasks and information clearly and concisely both verbally and in writing
- Cost, analyse and present findings clearly and accurately
- Develop standard and ad hoc reports, templates, dashboards, scorecards, and metrics
- Discretion and confidentiality
- Excellent organisation skills
- High attention to detail
- Team Player
- Ability to demonstrate a professional, confident and 'can do' attitude with flexibility to cover other team members and as when required
- Meet deadlines, targets and objectives and alerts manager if they cannot be met
- Committed to professional development
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Health and Safety responsibility for self and, where line management responsibility, responsibility for others

Your key duties are set out within this job description. From time to time, you may be required to perform such other reasonable duties that fall outside your job title or key job duties, should this be necessary to meet the needs of the Commission.

Signatures



CWGC
Commonwealth War Graves Commission

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date:

