

# Job Description: Offshore Payroll Controller



|  |  |
|--|--|
| Function:                                      | HR, E&R UK&I   |
| Position:                                      | <b>Offshore Payroll Controller, Energy &amp; Resources, UK &amp; Ireland</b> |
| Job holder:                                    |  |
| Date (in job since):                           | tbc  |
| Immediate manager<br>(N+1 Job title and name): | HR Director, UK&I – Energy & Resources                                       |
| Additional reporting line to:                  | N/A  |
| Position location:                             | Aberdeen, UK   |

## 1. Purpose of the Job – State concisely the aim of the job.

- Responsible for the end to end processing activities of payroll and associated transactional HR and payroll administration for offshore personnel, both in core positions and adhoc roles.
- Audit monthly timesheets to ensure a positive financial result for the company
- Provide customer support relating to gross pay
- Work collaboratively on supporting operational activities and data reporting requirements (e.g. absence management – labour cost impact)

## 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

|         |     |                    |     |                 |     |                             |     |              |           |     |
|---------|-----|--------------------|-----|-----------------|-----|-----------------------------|-----|--------------|-----------|-----|
| Revenue | N/A | EBIT growth:       | N/A | Growth<br>type: | N/A | Outsourcing<br>rate:        | N/A | Region       | Workforce | tbc |
|         |     | EBIT margin:       | N/A |                 |     | Outsourcing<br>growth rate: | N/A | HR in Region |           | tbc |
|         |     | Net income growth: | N/A |                 |     |                             |     |              |           |     |
|         |     | Cash conversion:   | N/A |                 |     |                             |     |              |           |     |

Characteristics ▪ Global Grade L1

## 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.

- The role reports to the HR Director UK&I, Energy & Resources and will be a specialised role of one within a broader team of HR and Logistics.

## 4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Matrix management within the region, managing conflicting priorities and perspectives
- Cross functional collaboration to deliver the most compliant quality payroll service
- Application of specific unionised pay terms and conditions across diverse and changeable workforce
- Diverse skillset and experience needed to manage the whole end to end payroll process
- Analysing data from stakeholder groups to reach position on impact of monthly labour costs

## 5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Collation and review of offshore timesheets against internal rota/trackers
- Managing the inputting of correct payroll data into payroll software
- Completing full monthly processing activities for payrolls which will include but are not exclusive to:
- Timewriting, payroll input - overtime, absence, field pay, bonuses, ad hoc payments, and deductions
- Managing out of system calculations for sickness and holidays
- Statutory payments calculations
- Processing employee earnings arrestment's
- HMRC reconciliation of RTI and PAYE
- Payroll journals preparation
- Checking of master data changes in live rota system and ensuring successful data flow into payroll systems - analysing errors and liaising with multiple teams to ensure corrections are made in time
- Payroll validation checks
- Completing month end tasks such as reports, PAYE & NIC reconciliations, P45s, etc., and maintaining payroll records.
- Create and maintain employee data in SAP e.g. new starters, leavers, changes to personal details and changes to terms and conditions
- Produce and issue relevant correspondence relating to new starters, leavers, changes to personal details and changes to terms and conditions
- Maintain HR electronic employee records within SAP, ensure they are accurate, up to date and comply with all GDPR and Company specific requirements
- Supporting operational activities and data reporting requirements (e.g. absence management – labour cost impact)
- Internal reporting as required
- Handling employee queries
- Identify process changes in order for the team to work as efficiently as possible
- Provide hands on support to other teams when required e.g. at peak times and ad hoc projects
- Complete special projects and miscellaneous assignments as require

## 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Deliver high quality payroll service through complete end to end process of offshore payroll monthly within deadlines
- Support operational activities and data reporting requirements (e.g. absence management – labour cost impact)

## 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Experience of delivering a high-quality payroll service in a fast-paced environment
- Proven payroll experience in oil industry or similar
- COTA/OCA or unionised pay terms and conditions experience desirable
- Strong working experience of automated and integrated payroll systems, particularly knowledge of SAP (winshuttle desirable)
- Up to date knowledge of current Payroll legislations (e.g. SSP, SMP Tax codes/allowances)
- Knowledge of auto enrolment and pension schemes
- Proven experience of processing benefits
- Microsoft Word, Outlook, and Excel experience

- Excellent organisational skills
- Excellent communication and facilitation skills. Will be required to communicate with audiences ranging from Senior crew leaders to front line individuals, and excellent interpersonal skills are essential.
- High standards of numeracy and written communication, working in collaboration with colleagues in Operations, Finance, HR, and Transversal functions.
- Languages: English essential

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>▪ Growth, Client &amp; Customer Satisfaction / Quality of Services provided</li> </ul> | <ul style="list-style-type: none"> <li>▪ Innovation and Change</li> </ul> |
| <ul style="list-style-type: none"> <li>▪ Rigorous management of results</li> </ul>  |   |
| <ul style="list-style-type: none"> <li>▪ Brand Notoriety</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>▪ Employee Engagement</li> </ul>   |   |