

STEWARTS

Job description

Job title:	Reward, Benefits & Data Advisor
Reporting to:	Reward, Benefits & Data Manager
Department:	HR
Purpose of role:	The Reward, Benefits & Data Advisor will be responsible for the administration of payroll and benefits. Provide the firm with regular reporting and analysis and will support the Reward, Benefits & Data Manager with reviewing and managing all activities relating to reward, benefits and data.
Reviewed:	February 2026

Job responsibilities:

Reward:

- Support with the annual salary and bonus review process, including maintaining accurate data within the master spreadsheet, preparing data cuts and analysis and producing salary and bonus letters.
- Support with job evaluation and benchmarking activities to ensure internal consistency and market alignment, including preparation of the annual compensation survey data submission workbook (Willis Towers Watson).
- Maintain and update the Compensation and Benefits Hub as required.
- Undertake additional compensation-related tasks and projects as directed by the Reward, Benefits and Data Manager.

Benefits/Payroll:

- Administer payroll and benefits data within the HR system, ensuring accuracy and reconciliation with payroll outputs.
- Work closely with HR and Accounts ensuring timely payroll processing and act as the first point of contact for all payroll related queries.
- Administer the workplace pension (Aviva), including managing the auto-enrolment process and uploading pension contribution files within the Aviva business portal.
- Support with the coordination and implementation of benefits including Life Assurance, Income Protection, Dental and Private Medical Insurance (and other benefits) and act as the first point of contact for queries.
- Support with annual renewals of benefits, including analysis and communications and promotion of these benefits.
- Deliver fortnightly Benefits and HR system induction for new joiners.

Reporting/HRIS

- Produce regular HR and D&I reporting, as well as ad-hoc data analysis and written outputs to meet business requirements, often to short deadlines.
- Produce annual reports including new joiner and leaver analysis, exit interview insights and sickness absence reporting.
- Complete surveys and internal data requests within deadlines.
- Support the ongoing development, maintenance and configuration of the HR system.
- Undertake other duties as required.

General skills:

- Experience as a Reward, Benefits & Data Advisor or similar role.
- Advanced Excel capability, including lookups, IF formulas, pivot tables and charts, with the ability to analyse and manage large datasets accurately.
- Experience using HR systems to maintain accurate data and support payroll, reward and benefit processes (experience with Cezanne or Cascade desirable but not essential).
- Sound knowledge of HR operations, including payroll administration and employee benefits.
- Familiarity with benchmarking methodology and compensation survey processes.
- Highly organised and proactive with strong attention to detail and the ability to prioritise effectively and meet deadlines.
- Excellent communication and interpersonal skills, with confidence in working collaboratively with HR, Accounts and wider stakeholders.
- Delivers HR services with a pragmatic hands-on and solutions-focused approach.
- Demonstrates commitment, professionalism and enthusiasm, and represents the firm's culture and values appropriately.