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# Example of Compensation & Benefits Analyst Job Description

Our company is looking for a compensation & benefits analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for compensation & benefits analyst

* You will be expected to provide an on-going support to the business on the various aspects of compensation & benefits
* You will maintain an on-going contact with external compensation and benefits vendors
* You will conduct projects to review employee benefit schemes and source benefit providers across the region
* You will be involved with ad hoc projects as restructuring activities, mergers & acquisitions, Rebadge transfers
* Discover and hone your skills
* Assess whether significant accounting events occur as a result of management decisions or workforce events
* Review spreadsheet files for strict adherence to spreadsheet controls (includes reviews for mathematical accuracy, formula usage, appropriate cross-referencing)
* Work with the C&B Manager in overseeing and supporting benefit renewal processes across the region
* Research & provide input into EMEA & global C&B projects, including support on M&A due diligence, C&B integrations, international benefits policies
* Provides policy counsel and administration on Total Remuneration (TR) for multiple, complex plans

## Qualifications for compensation & benefits analyst

* Prepare firm-wide benefit guidance to the LOBs in support of the annual budget process in partnership with domestic and international benefits executives (including the impact of medical, dental, & life insurance, pension and 401(k) match/special awards)
* 2+ years hands-on experience with Business Process and Security Administration required
* Working knowledge of report writing and calculated fields a plus
* Background in HR/Compensation analysis
* Benefits background a major plus
* Business or HR degree