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# Example of Reward Analyst Job Description

Our company is looking for a reward analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for reward analyst

* Developing and validating advanced excel spreadsheets, preparing statistical and summary analyses to capture compensation details for EMEA population
* To assist and support with the Annual Pay Review process and all other cyclical reward activity as appropriate for the retail population
* To monitor reward developments externally, helping to implement changes as required, National Minimum Wage, National Living Wage, other legislative changes
* To assist and support with salary range design, upkeep and communication
* To continually review and assist with communication of the reward offer for retail employees
* To ensure the organisation remains competitive in the external market by continually undertaking market analysis of the reward offer
* To participate in appropriate salary surveys, and to build a network of contacts from other companies within the retail industry
* To propose new reward initiatives as appropriate
* To carry out regular internal analysis of salary data and communicate with the brand HR teams as appropriate
* Manage analysis and interpretation of results for various Retail reward initiatives and projects

## Qualifications for reward analyst

* Exposure to object orientated programming skills Java, C++ is a benefit
* Draft and update regulatory disclosures, policy statements and required remuneration reports
* Draft regulatory updates to various stakeholders within the firm
* Maintain the project plan of on-going remuneration compliance activities such as multi-tier review and approval of identified staff lists, remuneration policy statements, disclosures for covered entities and funds
* Analytical coursework and/or work experience (statistics, finance, human resources, ) would be advantageous
* Ability to work well in both individual and team setting