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# Example of Reward Manager Job Description

Our innovative and growing company is looking to fill the role of reward manager. 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 manager

* Ensures relevant approvals have been obtained and compliance with company policy
* Carries out thorough checking to ensure accurate administration of payroll changes via PeopleSoft HR system and ADP, including new starters, leavers, salary increases, promotions, maternity leave, pension and benefit changes
* Works closely with IPG Shared Services to ensure payroll is processed accurately and on time, resolving any queries
* Ensures the Pension Auto Enrolment process is correctly administered via payroll each month, working with our third-party benefits consultants to review and validate the monthly auto-enrolees, communicating and processing any Opt Outs as appropriate
* Ensures employee payroll queries are resolved promptly, as escalated from the Reward Assistant
* Works closely with our benefits consultants, finance and Shared Services payroll teams to ensure the accurate preparation of data for P11Ds
* Work with the SVP Reward and the broader business team to develop a global reward strategy that supports the business strategy
* Keep up to date with market developments in the global mobility and benefits areas and provide recommendations on the changes/adjustments needed to meet business objectives and strategy
* Continuously improve the approach to global mobility and benefits policies, operating systems, processes and efficiencies (supplier contracts, templates, calculations, global tool and data management)
* Coordinate technical guidance and specialist advice on mobility as required by the Reward and HR community, including supporting senior moves and hires

## Qualifications for reward manager

* Committed to developing self and others, exercising good judgement, politically sensitive and astute, both internally and externally
* Act as Reward Business Partner working closely with HR and the business as appropriate
* Lead and manage the overall employee recognition and reward strategy for Branch Banking and act as a senior leader within the Reward & Recognition Council
* Own and manage the Reward and Recognition programs while optimizing and maximizing the R&R budget
* Responsible for supporting broader Employee recognition initiatives working closely with other BS&S departments
* Supporting and ensuring employee insights are turned into actionable insights and plans to improve programs and initiative to make Branch Banking a great place to work