

Job Title:	Reward and Payroll Manager
Department:	People
Reporting To:	Head of Business Partnering and Operations
Direct Reports:	1 Reward and People Assistant

Job Purpose

The Reward and Payroll Manager plays a key role in shaping and delivering the reward strategy for The R&A. Working as part of the People Team, you will ensure our pay, benefits and recognition approach supports the attraction, engagement and retention of talented people across the organisation.

This is a broad and influential role, combining strategic thinking with hands-on delivery, ensuring that pay, benefits and incentive programmes are competitive, fair, and legally compliant. This role has direct oversight of the end-to-end payroll processing, ensuring accurate, timely and compliant monthly payroll and statutory reporting. You will lead on all areas of reward and benefits, recognition, pay review activity and reward governance, while partnering closely with People team colleagues and leaders across the business to create a fair, inclusive and high-performing employee experience.

R&A staff act with integrity, think long term, work collaboratively, bring passion and aim high. The People team plays a central role in enabling these behaviours and this role will be critical in supporting the delivery of an effective People Plan for the staff of The R&A.

Key Accountabilities

Payroll oversight and compliance

- End to end oversight of the monthly payroll process, providing oversight of monthly payroll checks and sign-off
- Ensuring accurate, timely payment for all employees, balancing hands-on involvement with team supervision
- Maintain strict adherence to all statutory regulations, including HMRC requirements, P11Ds, P60s, and national minimum wage legislation
- Implement strong payroll controls, manage internal / external audits, and resolve complex payroll or tax anomalies

Reward Strategy & Delivery

- Lead the annual salary review, bonus and incentive processes.
- Conduct annual market benchmarking to ensure competitive salary and benefits packages, utilising job evaluation methodologies
- Ensure reward policies and practices remain competitive, equitable and compliant.

- Provide insight and recommendations on market trends, pay positioning and reward innovation.

Benefits & Wellbeing

- Manage the organisation's benefits offering, including pension, healthcare, wellbeing and flexible benefits.
- Oversee auto-enrolment compliance and pensions administration
- Manage relationships with external benefits suppliers (e.g. pensions, healthcare, insurances) for all global offices, including renewal negotiations
- In line with the People Plan, review benefits provision and supplier relationships to ensure value, effectiveness and employee engagement.
- Identify opportunities to improve the employee value proposition through meaningful reward and wellbeing initiatives.

Recognition & Engagement

- Lead the design and delivery of recognition programmes that celebrate achievement and reinforce organisational values.
- Partner with the wider People Team and leaders to ensure reward and recognition support a positive culture and high performance.

Data, Governance & Reporting

- Produce reward analytics and insights, including future gender pay gap reporting, benchmarking and workforce trends.
- Ensure compliance with relevant employment, tax and pension legislation.
- Oversee and maintain data integrity on the integrated People and Payroll system
- Maintain robust governance, policies and processes across all reward activity.
- Prepare papers and recommendations for senior leadership where required.

Business Partnering

- Act as the reward subject matter expert for leaders and People Partners.
- Build trusted relationships across Finance, Payroll and senior stakeholders.
- Support organisational change projects by providing reward advice and impact analysis.

Person Specification

- Significant experience in reward, compensation and benefits, within a medium or large organisation.

- Strong knowledge of pay frameworks, benefits, pensions and reward governance, and relevant employment and pension legislation.
- Experience managing annual pay review, benchmarking, statutory reporting (including gender pay gap reporting), and benefit provider relationships and market reviews
- Proficient in payroll systems and Microsoft Office, particularly Excel, with strong administrative capability and attention to detail
- Excellent analytical skills, with the ability to interpret data and provide clear, commercially focussed recommendations
- Strong written and oral communication, stakeholder management and influencing skills, with experience collaborating across People, Finance and leadership teams
- Able to balance strategic initiatives with operational delivery in a pragmatic and detail-focused way
- Trusted to handle confidential information with discretion, diplomacy and professionalism
- Curious and confident in challenging existing approaches, bringing fresh ideas and contributing to the People team plan
- Passionate about fairness, inclusion and creating a positive colleague experience
- Resilient, collaborative and emotionally intelligent, with a calm and tactful approach
- CIPD qualified or equivalent experience is desirable.