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JOB DESCRIPTION

POSITION TITLE: Compensation & Benefits Analyst
BUSINESS UNIT: Compensation & Benefits
LOCATION: Madrid
REPORTS TO: Head of Compensation & Benefits

OVERVIEW:

We are a global operator committed to be at the forefront of the global energy transition. In our mission to lead the transformation of the energy market, we are currently looking for a Compensation & Benefits Analyst to support our Compensation & Benefits department.

RESPONSIBILITIES:

As part of the Compensation and Benefits team this position will be accountable for the following tasks:

- Supervise the payroll process: Compile and provide our payroll advisor with the necessary data for payroll preparation. Review the payroll prepared by our payroll advisors and process payroll payments in a timely manner.
- Provide the finance department with all information needed for Payroll accounting.
- Preparation of payroll tax returns.
- Manage employees' flexible remuneration.
- Manage employees' insurances, informing the insurance broker of new hirings and terminations and assisting in the negotiation of the insurances' renewal.
- Coordinate the required documentation for new hirings (contracts, social security, insurances...) and for resignations and dismissals (settlement, severance payments...)
- Manage the different types of leave to which employees are entitled such as maternity/paternity leave, temporary disability leave, wedding leave...
- Assist and support employees by resolving queries related to payroll, benefits, leave and company policies, maintaining confidentiality and privacy of employee's personal and sensitive information.
- Assist in the preparation of compensation related data for different purposes (auditors, shareholders, ESG, company equality plan...)
- Identification of processes with efficiency improvement needs and help to streamline.
- Compensation related activities and projects as needed.



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QUALIFICATION AND EXPERTISE:

- Degree in Labor Relations, Business Administration or similar.
- 3 years of proven experience in similar positions.
- Advanced level of English, both spoken and written.

SOFT SKILLS:

- Excellent interpersonal and communicational skills.
- Analytical.
- Detail-oriented.
- Proactive.
- Team spirit.
- Ability to maintain confidentiality and discretion.

FRV is an equal-opportunity employer. At FRV we celebrate diversity and are committed to creating an inclusive environment for all employees.

The decision to hire or discharge in this process will be based on skills and competences alignment to the role's requirements.