

JOB POSTING TEMPLATE

Date: <u>2022</u> Job title: <u>Senior Specialist, Distribution Compensation</u>	Function: <u>Finance and Accounting</u> Manager title: <u>Head of Distribution Compensation</u>
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Job purpose

- Compensation Specialist will be an integral member of Distribution Compensation team, and will be responsible for calculation processes and initiatives as well as special projects.
- Whether implementing compensation related processes, reports, providing analytical support and research, or ad-hoc projects, they will serve as point of contact and support to partner with the business units, leaders, and other AD teams for compensation concerns.
- Still, their main focus is implementing projects and (together with IT and other relevant departments) developing system to facilitate compensation calculation & payment processes.

Major accountabilities

Coordinating and following up all phases of a compensation development project, including defining roadmap, getting requirements, UAT, monitoring process...	70%
Calculating specific compensation schemes as assigned by department head	20%
Developing tools for F&A colleagues to automate and streamline working processes	10%

Specialized knowledge

- Prior experience in compensation preferred
- Good interpersonal skills and verbal and written communication skills in coordinating with project members
- Proficient in MS Office including Word, PowerPoint, Access and Excel
- Strong prioritization skills also required

Problem solving

- Clearly understand department's vision to provide specific recommendation and solution to achieve Division/Department Targets.
- Totally control the implement of a certain project, solid problem solving therefore required

Education and experience

- Bachelor Degree, IT/Mathematic/MIS/Computer science preferred
- Experienced in project management
- Strong knowledge in data management and/or system development
- Proficiency in SQL Server and/or MS Access and/or Excel-VBA
- Good communication and problem solving skill
- Honest, careful and responsible

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Communication scope

Internal:

- Distribution Compensation team, and other department in F&A

External:

- Distribution Operations team: information about agency as recruitment, movement, promotion, demotion, information update, termination
- Distribution Reporting team: information about reports of Contest Bonus, Sales Manager Bonus, AD SIP... (weekly)
- IT: project implementation
- Other parties involving in planning/setting compensation schemes

Management scope

Total number of direct reports:

Total number of staff managed (direct and indirect):

Metrics (if applicable)

Finance metrics (revenue, budget managed, etc.):

Sales metrics (type and amount):

Other metrics (specify):

Travel required (express as % of working time):