Human Resources

Enabling Arears | Senior Executive (Specialist)

What impact will you make?

Every day, your work will make an impact that matters, while you thrive in a dynamic culture of inclusion, collaboration, and high performance. As the undisputed leader in professional services, Deloitte is where you will find unrivalled opportunities to succeed and realize your full potential.

Work you will do

As part of a dynamic HR team, you will be responsible to work closely with the Head of HR and the wider team to support with the management of the workforce compensation strategies and HR data analytics. You will,

• Focus on accuracy and attention to detail, ensuring any data discrepancies/anomalies are communicated to the appropriate data owners regularly, validate and monitor data performance
• Extract, analyse, produce, and create workforce reports with insights for the HR Team and Business Leaders to make better decision making.
• Obtains stakeholder buy-in and proactively manage expectations throughout workforce data projects
• Prepare weekly/monthly/quarterly HR Updates for the Senior Leadership Team, which includes workforce data on promotions, headcounts and staff cost analysis, attrition rate, hires, resignations, payroll variable reports, HR auditing, compensation, and benefits solutions
• Run reports for the Firm as requested around productivity, resourcing, leavers and determine trends
• To run surveys on employee engagement and analyse drivers of engagement and disengagement
• To support the Head of HR with HR Project reporting to assess progress against targets and budgets
• Works cross-functionally with different key stakeholders, and end users to gather and document requirements
• Identify data needed to provide solutions to reporting needs of the business
• Provide general reporting support to the HR and Business leads through the preparation and delivery of systematic generated data.

Required Abilities

• Excellent verbal and written communication skills in English.
• Strong analytical and problem-solving skills.
• Understanding of the local payroll and taxation practices
• Understand the overall business’s strategy and HR practices
• Be result oriented and focus on solutions to resolve complex situations
• Maintaining high level of confidentiality

Eligibility

• A degree in Human Resource Management/ Business Management from a recognized university or an equivalent professional qualification in HR
• Minimum of four years combined working experience in payroll, workforce analytics and reporting
• The successful candidate will be highly proficient in using Excel and other Microsoft packages. It is essential that you are effective and enjoy working with HR reporting and Analytics and people data, delivering meaningful data on which the business decisions can be made. An eye for detail and accuracy is a must.

Location- Colombo 2