

Janus Henderson Job Description

Corporate Title: HR Operations Administrator

Department: Human Resources

Reporting Line: HR Operations Manager

Location: London

The Company

Janus Henderson Investors is a leading independent global asset manager, dedicated to delivering the best outcomes for clients through a highly diversified range of actively-managed products.

We support our individual and institutional investors across a range of products, encompassing equities, fixed income, multi-asset and alternatives.

We are a team of independent and innovative thinkers who work tirelessly to help our clients achieve their goals – and we do it by fostering an energetic and collaborative culture that ensures our people love the place they work.

Janus Henderson is a truly global asset manager with US\$378.1bn¹ of assets under management. We have a diverse geographic footprint, employing over 2,000 staff in 27 office locations globally. Headquartered in London, we are dual-listed on the New York Stock Exchange and the Australian Securities Exchange.

¹Janus Henderson pro-forma AUM as at 30 September 2018

The Department

The Human Resources department at Janus Henderson Investors is high profile and prides itself on the relationships and influence it has developed across all levels of the firm. The team is set up to provide proactive advice, thus supporting a range of specialist functions in both their day to day and more strategic business needs. The department is formed of smaller specialist teams that work together to provide the best level of expertise in all areas, including Generalist, Recruitment, Learning and Development, Reward, Pensions and Payroll.

Overview of the Role

You will be responsible for maintenance of data in SAP. Reviews source documents for accuracy and completes data input, verifies accuracy of output. Generates and distributes a variety of reports and statistical summaries.

Duties and Responsibilities

- Responsible for maintaining all employee records in SAP, including joiners, re-hires, transfers, promotions and leavers with high level of accuracy and attention to detail
- Responsible for maintaining organization level changes in SAP, which includes analysis of the organization and system requirements, modelling different types of changes and determining the correct configuration
- Ensure all benefit information is entered in SAP system and send monthly reports to BUPA
- Download monthly payroll reports from SAP and ensure accuracy before sending to Payroll team
- Answer employee questions related to absence management and update SAP system accordingly
- Completes reports distributed to management and departments within the organization
- Completes requests for ad-hoc reporting from internal HR staff and business units across the organization
- Works closely with Payroll department to trouble shoot any potential issues with the data in the SAP system
- Responsible for auditing input of data into SAP to ensure accuracy.
- Work on special projects as needed
- Carry out additional duties as assigned

Supervisory Responsibilities

- None

Technical Skills and Qualifications

- A can-do approach is a must
- Excellent attention to detail and organisational skills, with a high level of accuracy
- Experience of working on HR systems, preferably SAP
- Excellent communication skills – both written and spoken with the ability to deal effectively with staff at all levels
- A professional approach to work at all times.
- Have initiative and be proactive (e.g. Proactively look for ways of improving HR administrative processes and procedures)
- Ability to own tasks through to completion with minimal supervision
- Ability to prioritise work and work effectively under pressure
- Must have good verbal and written communication skills
- Intermediate knowledge of Microsoft Excel and Word
- Ability to work independently
- Strong analytical ability required
- Strong problem solving skills

Competencies Required

Ongoing competence in the role to be assessed by:

- Annual Performance Appraisal
- Completion of all assigned Compliance training
- Annual Attestation (Knowledge and Competence in-scope roles only)

Compliance Requirements

At a minimum the role will require you to:

- Place the interest of Janus Henderson's Clients first and always act in accordance with TCF (Treating Customers Fairly) principles
- Understand and follow laws and regulations applicable for your role, seeking the help of your supervising manager or Compliance if you would like further explanation or direction regarding this
- Understand and abide by all Janus Henderson policies applicable to your role, and ask for the support/guidance of the policy owner if you are unsure at any time
- You are ultimately accountable for your actions and responsible for seeking further information on any or all of the above as necessary.