



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Business Process Analyst – Payroll Workstream
Business Unit / Group Function	Central Services
BU Team / Sub-Function	Finance
Location	Arete
Team Leader Role	Payroll Workstream Lead
Role Level	5
Team Members	No
Role Purpose Provide analytical and delivery support to the Payroll Workstream Lead in delivering the Payroll workstream. Acting as a process improvement specialist, the role will support the documentation, standardisation and improvement of end-to-end payroll processes to help strengthen efficiency, control and compliance across the group payroll model. The role will apply finance process improvement experience and methodologies such as LEAN to identify practical improvement opportunities, support delivery of agreed actions and contribute to our Finance Transformation programme objectives and wider Finance transformation priorities.	
Accountabilities • Support delivery of the Payroll workstream, coordinating inputs, maintaining tracking and enabling effective stakeholder engagement. • Support documentation of the Payroll process taxonomy, operating principles and service expectations, ensuring process scope, responsibilities and hand-offs are clearly articulated and aligned to the William Grant Way. • Undertake analysis to identify improvement and standardisation opportunities across the end-to-end Payroll scope, applying LEAN or similar techniques to reduce non value-added activity, simplify processes and improve efficiency. • Support root cause analysis and continuous improvement activity to improve payroll accuracy, compliance, cycle time and control effectiveness. • Support documentation and design activity across key Payroll processes, including payroll inputs, calculations, approvals, processing, reconciliations, statutory reporting and related controls. • Support development of Payroll workstream outputs, including process requirements, KPI definitions, reporting requirements and governance materials. • Track agreed actions and support delivery through detailed design, execution, go-live and business as usual handover. • Identify and track workstream risks, issues and dependencies, including alignment with HCMS, IFS rollout activity and adjacent finance and people processes. • Support requirements and readiness activity for enabling payroll tools, workflow requirements and controls needed to support the future Payroll operating model.	



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- Prepare materials and updates to support governance discussions, stakeholder communication and change activity.

Skills / Experience / Capabilities

- Experience in business process analysis, process improvement or delivery support within a Finance, Payroll or transformation environment.
- Good process improvement capability, including experience of applying LEAN or similar methodologies to standardisation, root cause analysis, waste elimination and cycle time improvement.
- Experience of supporting finance change, project or programme activity, ideally in a structured delivery environment.
- Good understanding of core Payroll processes, controls and compliance requirements, including payroll inputs, calculations, reconciliations, statutory reporting and associated governance.
- Strong analytical, documentation and problem-solving capability, with the ability to translate insight into clear, practical outputs.
- Good planning, organisation, stakeholder engagement and communication skills, with the ability to work effectively across Finance, HR and cross-functional teams.
- Proficient in Microsoft Office applications, particularly Excel, PowerPoint and Word, and comfortable operating in a change environment.

Created by: Martin Purkess

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HRBP: Kirsty Morris

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