



WILLIAM GRANT & SONS

ROLE PROFILE

Job Title	Payroll Workstream Lead
Business Unit / Group Function	Finance
BU Team / Sub-Function	Group Financial Control
Location	Arete
Team Leader	Director of Finance Transformation
Team Members	No
Job Level	4A
Role Purpose Workstream lead to own the design and execution of all Payroll initiatives aimed at achieving workstream goals in support of Finance projects. Payroll process lead responsible on behalf of the Global process Owner, for the design of standardised global payroll processes across the William Grant & Sons Group to drive efficiencies and effectiveness across all aspects of our payroll processes. Subject Matter Expert to contribute to the rollout of IFS to all Non Migrated IFS entities, and interdependencies with HCMS project Ensure all initiatives are robust and co-ordinated with the Programme Management Office (PMO) to ensure risks, issues, and interdependencies are appropriately managed, and delivered within budget.	
Accountabilities • Own the design of the target operating model for payroll processes • Establish the vision for tools and applications required to support the target operating model • Define the process taxonomy for payroll and ensure alignment with the William Grant Way • With output from an Activity analysis establish the baseline costs for payroll activity • Design the workstream aims and initiatives required to deliver those aims to ensure workstream targets can be met, and produce plans for subsequent execution • Define interdependencies, risks and issues re the future delivery plans and ensure these are mitigated / resolved appropriately • Identify resource and budget requirements to execute workstream plans and mobilise team as appropriate • Act as the Subject matter expert (SME) for the IFS NMC rollout programme to ensure standardised payroll processes, controls and ways of working are executed as part of each rollout • Design the plan for the payroll workstream roadmap over the coming years ensuring for each project that appropriate approvals have been received, and that each project adheres to our standardised project methodology. Projects likely to include the rollout of a single global platform, UK payrolling of benefits and rationalisation of UK pay groups	



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- Design standardised payroll KPIs and ensure these are measured going forward across all operational sites
- Stay abreast of opportunities for continuous improvements for the standardised end to end processes
- Ensure change management and comms are appropriate for all projects

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