



JOB DESCRIPTION

Job Title	International Compensation and Benefits Consultant
Reports To	Head of Compensation and Benefits Solutions

ABOUT MCN

We are a dynamic niche HR consultancy, which is expanding to support the rapid growth of our client base. Our traditional client base is made up of US-owned SME's who are looking to expand their global footprint.

The Compensation & Benefits team are responsible for supporting and advising our clients in all matters regarding employee benefit and compensation programmes, on a global basis.

We're a small and friendly team that works collaboratively, putting customer satisfaction at the heart of everything we do. As a team we strive to make MCN a great place to work, as well as a company that our clients like to do business with.

MCN is part of the FMP Global Group.

SUMMARY

The International C&B Consultant will be required to provide consultancy services to MCN's clients predominantly in the area of international compensation and benefits. Such consultancy support will primarily be delivered via email and telephone, although there may be occasional requirements to travel to client sites.

The position will be primarily home-based, although the role will require regular in-person meetings with team members, who will also be home-workers. The team are currently located in the Bristol, Thames Valley and Central London areas, and the role will require regular individual and team working sessions. The main FMP Global office is in Chichester, and it is anticipated that there will also be regular travel to this office as part of the broader interaction with the parent company.

MAIN RESPONSIBILITIES

The provision of advice and support to clients in relation to international employee benefits, in liaison with in-country brokers and insurers. Support from in-country consultants may also be called upon where necessary, subject to prior approval to incur third party costs.

- Provide clear advice and guidance to clients on statutory obligations in all jurisdictions, as relating to employee benefits and employer insurances
- Provide clear advice and guidance to clients on supplemental employee benefits and rewards
- Provide full implementation services with employee benefit programmes as required
- Preparation of employee benefit handbooks, as required
- Provide benchmark data in relation to compensation packages and employee benefits (through third parties where necessary)
- Develop and maintain key client and third-party relationships
- Provide ad hoc advice for one-off queries relating to employee benefits and reward policies



- Provide advice and guidance to clients with regard to company cars, allowances and associated elements in-country
- Work with HR Consulting team in drafting employment contracts in the context of employee benefit provision
- Work with the HR Consulting team on global mobility projects – providing support with benchmarking data, COLA reporting, advice on expat insurances versus local insurance provision
- Assist clients with developing their international benefits strategy

The duties and responsibilities will evolve over time as we look to develop new service lines; the job description will be reviewed and amended accordingly. The International C&B Consultant will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.

PERSON SPECIFICATION

Personal Qualities

MCN Associates is a business experiencing rapid growth, and the International C&B Consultant will be encouraged to contribute to this growth through ideas for new product lines and improving efficiency in the business etc. The successful candidate will therefore demonstrate an ability to innovate, and an understanding of the bigger picture.

The International C&B Consultant must also be able to develop a rapport with key stakeholders, often senior-level executives, remotely via email and telephone. Flexibility to work outside of non-core office hours is important, due to the nature of working within various time-zones.

Resourcefulness and ability to work independently with minimal supervision are also important personal qualities.

Experience

- Strong UK C&B experience, with a particular focus on employee benefits
- Previous experience as a fee-earning HR consultant ideal; alternatively, experience within an internal HR department with a client-centric outlook to servicing internal stakeholders would be especially desirable
- International C&B experience is desirable

Skills

- Excellent written and verbal communication skills
- Ability to present complex information effectively to a range of audiences
- Ability to research information from a variety of sources, analyse their reliability and draw appropriate conclusions
- Excellent attention to detail
- Good problem-solving skills
- Good project management skills and ability to manage project stakeholders to maintain momentum to conclude projects swiftly



- Ability to work under pressure, prioritising different time demands appropriately
- Ability to identify additional opportunities to provide further services to clients desirable
- Foreign language skills desirable