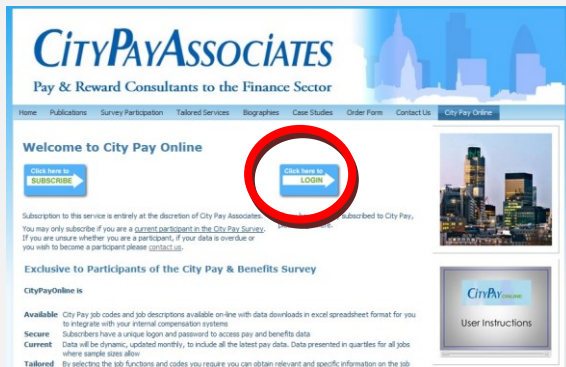


User Instructions



1

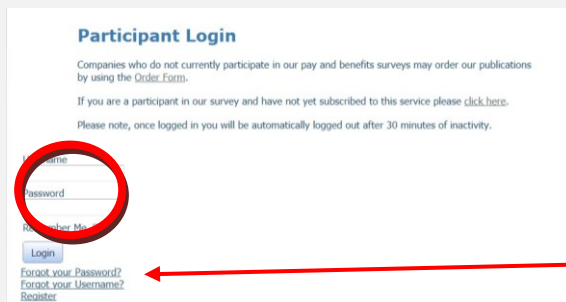
Subscriber Login



2

Insert your Username (lower case)

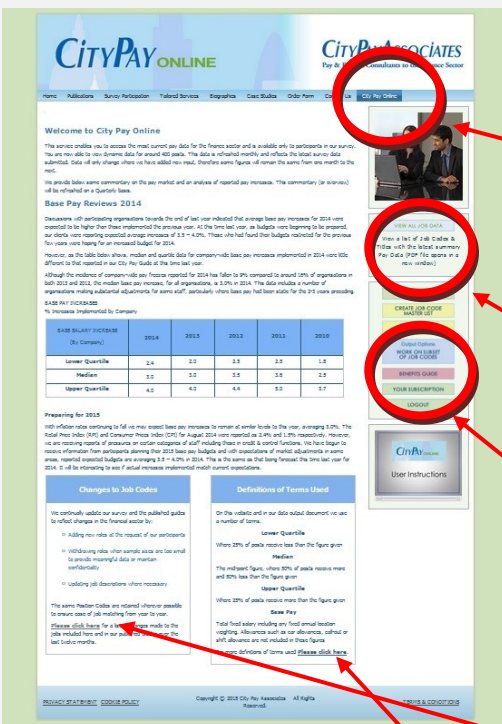
Input the Password provided



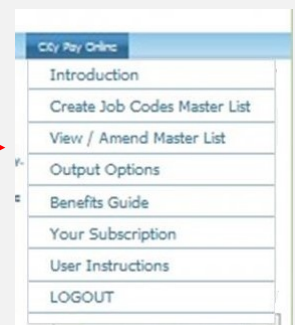
Change your password to something more memorable to you?
Click Forgot/Change your Password

3

Welcome Page to CityPay Online



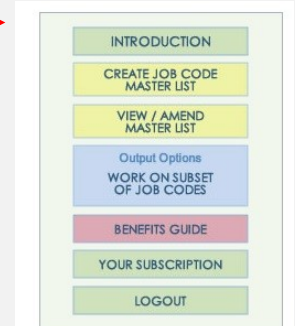
Menu Options
- Drop down menu



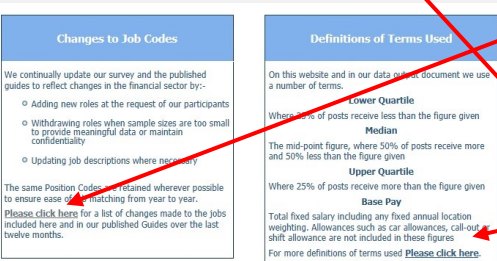
View all Job Data
Summary of all positions with key data
PDF download



- Side menu



Changes to Job codes
Click here to see what jobs have been added or removed in the last 12 months



Glossary of Terms

Click here to understand the definitions

4

Create your Job Code Master List

Functional areas

We recommend you Select each functional area in turn

or

There is the option to select all Jobs and then de-select as appropriate

5

Jobs within Functional areas

6

Create your Job Code Master List

Check the summary job description for any job code

Click here.

Job description is summarised

or

you can download a PDF

version, or return

to your selection

7

View / Amend Master List

Check you have selected all your job codes by reviewing your Master List

'View Saved Selection' Add or Remove any and Apply Selection to confirm changes.

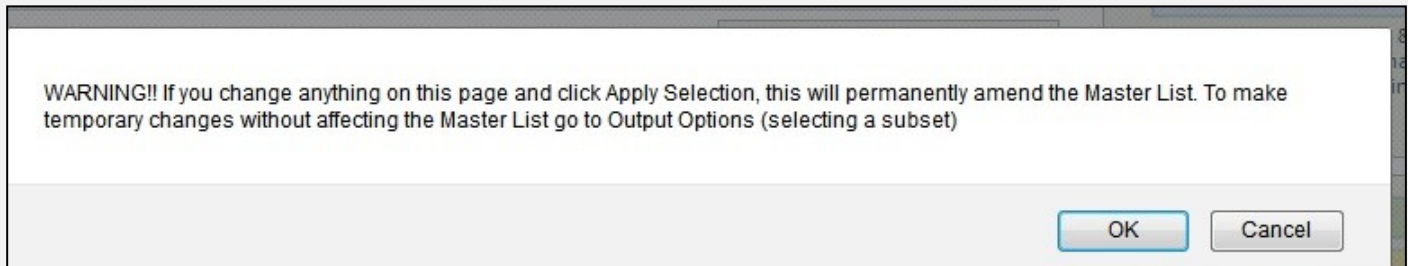
What you can also do from here:-

- 1 Output Options – go and work on a subset without affecting Master List
- 2 Download selected jobs to an Excel spreadsheet
- 3 View or Print the Job Specifications of the jobs selected

4 View or Print all the details of the jobs selection

View / Amend Master List

“WARNING!! If you change anything on this page and click Apply Selection, this will permanently amend the Master List. To make temporary changes without affecting the Master List go to Output Options (selecting a subset)”



8

Output Options

Choose a subset of your jobs to work on without affecting your Master List

What you can do from here:-

- 1 Back to Master List – to make any permanent changes
- 2 Download selected jobs to an Excel spreadsheet
- 3 View or Print the Job Specifications of the jobs selected
- 4 View or Print all the details of the jobs selection

9

Example of an Excel spreadsheet

Download the data to your computer where you can create separate sheets for different functional areas or job types.

Add your own company data to compare with the database benchmarks

Sort data to your own preference

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Functional Area	Job Code	Job Title	Date Last Updated	Sample Size	Base Salary Lower Quartile (£)	Base Salary Median (£)	Base Salary Upper Quartile (£)	Base Salary Average (£)	Total Cash Lower Quartile (£)	Total Cash Median (£)	Total Cash Upper Quartile (£)	
General Management	GM2	General Manager I	03-02-2015	9	340000	365000	500000	390646	505000	580000	875600	
General Management	GM3	General Manager II	03-02-2015	18	205560	219000	288800	236942	255580	309000	471750	
General Management	GM4	General Manager III	03-02-2015	19	149258	184500	203125	200664	149258	214655	294310	
General Management	GM7	Deputy General Manager	03-02-2015	16	117370	140000	147230	134408	124235	155720	206925	
Trainees	GT1	Graduate Trainee I	03-02-2015	12	28455	29625	35000	31168	30638	33550	36500	
Trainees	GT2	Graduate Trainee II	03-02-2015	10	24000	25000	25935	25339	24000	25000	25935	
Trainees	GT3	School Leaver	03-02-2015	9	16125	16500	20000	17639	16125	17000	20553	
Credit and corporate Banking	C1	General Manager, Credit I	03-02-2015	16	144470	167500	182250	170043	153610	181250	245250	
Credit and corporate Banking	C2	General Manager, Credit II	03-02-2015	21	96855	115000	127475	111971	105000	120000	137755	
Credit and corporate Banking	C3	Manager, Credit	03-02-2015	19	67315	73375	83720	76314	76525	88265	110613	
Credit and corporate Banking	C4	Corporate Banking Manager I	03-02-2015	32	93550	100000	120000	106441	109360	140200	150000	
Credit and corporate Banking	C44	Senior Corporate Manager - Public Sector	03-02-2015	8	95910	99090	105000	99205	112590	136085	160905	
Credit and corporate Banking	C45	Snr Corporate Manager - Energy/Oil and Gas	03-02-2015	15	111420	129740	156250	138677	171850	238520	279520	
Credit and corporate Banking	C5	Corporate Banking Manager II	03-02-2015	31	69500	78690	87600	79339	73400	96375	108790	
Credit and corporate Banking	C39	Snr Relationship Manager, Financial Institutions	03-02-2015	17	86283	103670	117663	102249	117260	125770	140388	
Credit and corporate Banking	C49	Relationship Manager, Financial Institutions	03-02-2015	16	58438	65000	67925	64518	61750	69400	75900	
Credit and corporate Banking	C6	Business Development Manager	03-02-2015	41	52000	57000	60000	57018	56950	62060	72890	
Credit and corporate Banking	C7	Account Officer	03-02-2015	30	35235	41800	44950	40246	41290	44900	50630	
Credit and corporate Banking	C48	Senior Specialist Credit Analyst	03-02-2015	21	71618	75260	87660	80634	83000	92800	103610	
Credit and corporate Banking	C32	Senior Credit Analyst	03-02-2015	51	52420	56100	58920	56320	59450	62630	68900	
Credit and corporate Banking	C8	Credit Analyst	03-02-2015	47	35000	40450	45000	40158	39400	45400	51000	
Credit and corporate Banking	C9	Credit Assistant	03-02-2015	25	25000	28000	30000	28333	26000	32000	35500	

10

Example of a job description

11

Example of a Pay Data Sheet

12

Pensions and Benefits

Annual research published every July, exclusively available as FREE information to online subscribers.

Select single or multiple sections to view, or download in PDF format.

A popular document used to benchmark benefit packages

Example sheets below:-

City Pay Guide - Job Description

General Manager 1

General Management
Position: GM2

Alternative Titles: Senior Vice President
Managing Director
Chief Executive

Main Facets of the Job
The chief executive officer of the company or bank based in London, where the number of staff employed locally exceeds 200. The incumbent may also have responsibility for branches or offices elsewhere in the UK and/or Europe.
The incumbent will operate under agreed limits and parameters, directing the strategy and operations of the enterprise and reporting to the board or head office.

Typical Staff Responsibilities
This executive will manage operations employing over 200 staff in London and elsewhere.

Experience
Experience will have been gained over several years in most aspects of the business, commercial or private banking, capital markets, commodities, fund management or stockbroking. May well have experience

(2nd February 2012)

CityPayAssociates

SPECIALISED FINANCE GUIDE TITLE: Manager, Commercial Property Finance

Position: SBS **Alternative Titles:** Manager, Real Estate
Commercial Mortgages Manager

Main Facets of the Job
A senior member of the property finance department, specialising in lending for commercial property developments such as shopping centres, factories or large-scale residential projects.
A business development and project management role where the job holder will maintain relationships with property developers, assessing prospective projects and lending opportunities.
Will put proposals to the credit committee for approval and monitor on-going development projects, financing arrangements and repayments.

Typical Staff Responsibilities
May have responsibility for a small section of clerical staff, involved in credit analysis and loans documentation.

Experience
Likely to be a banker with three to four years property finance, credit and/or business development experience.

Data Summary Sample Size (Posts): 22

	Base Pay (£)	Total Cash (£)
Lower Quartile	66,800	73,600
Median	70,000	84,000
Upper Quartile	69,070	107,400
Average	78,384	94,721
Average Bonus	27.8 %	Median Deferred Bonus*
Median Bonus	28.1 %	Percentage of Sample
Scope:		
- Minus	57,500	70,500
+ Equals	79,000	84,000
+ Plus	92,500	110,465
Car Details:		
Median Car Allowance (£)	6,505 pa	Choice of Car or Allowance
		Car Only
		Allowance Only
		0 %
		0 %
		9 %

*Deferred Bonus awards excluded from Total Cash figures

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Pay & Reward Consultants to the Finance Sector

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Pensions and Benefits

During the term of your subscription you have complementary access to our City Benefits Guide. You may read/download any section. The Benefits Guide is updated annually through each section may be updated at a different date during the year.

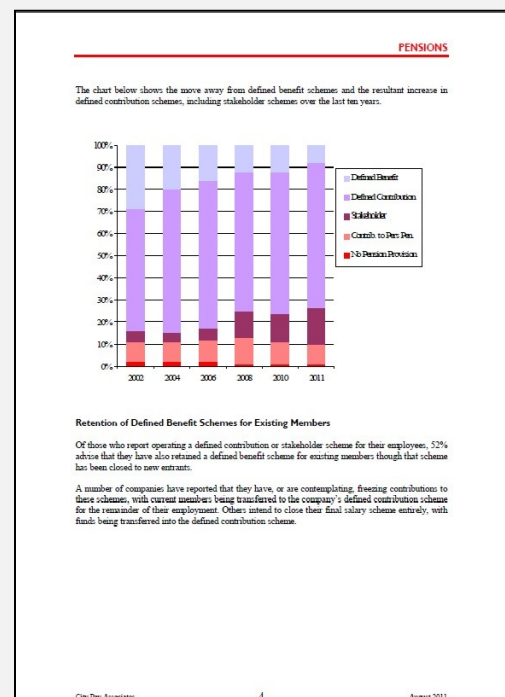
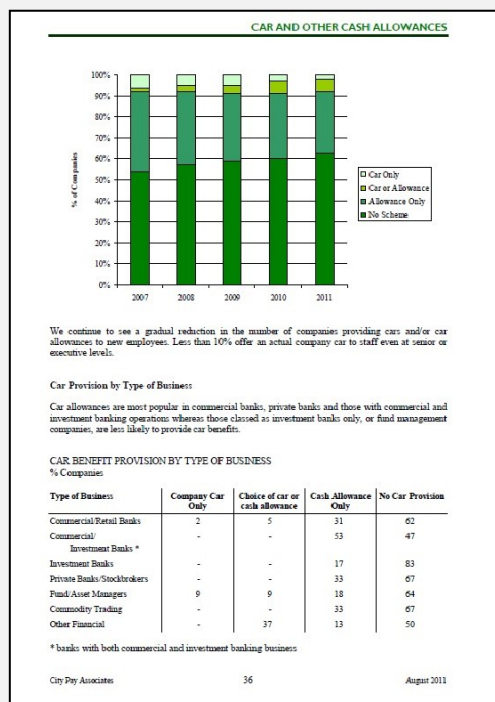
Click the name or icon for the section(s) of the Benefits Guide that you would like to download. The chosen document will open in a new window/tab (depending on your browser) from which you can choose SAVE AS ... In the File menu to save it to your computer.

Alternatively if you would like to download all the City Benefits Guide files click the 'All Sections Together' and then select from the Open, Save or Save As options view on your computer.

1. Welcome, Methodology & Participants
2. Pensions
3. Awarded Benefits
4. Flexible Benefits
5. Cars & Other Cash Allowances
6. Housing Benefits & Loans
7. Other Benefits
8. Health & Leisure
9. Other HR Policies
10. Pay & Incentives
11. Copyright Info Benefits Guide

All sections together (compressed into a ZIP file)
ZIP file software required

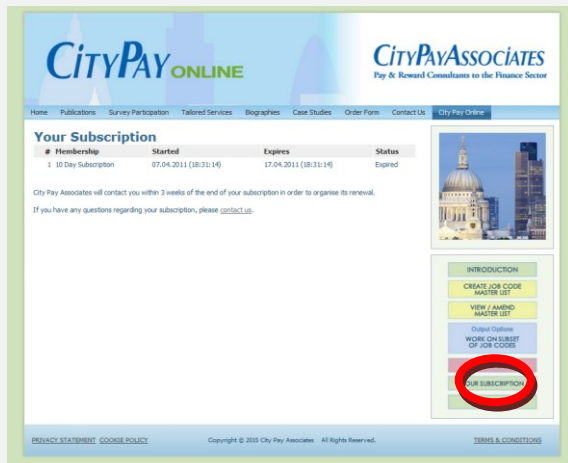
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Subscription start and expiry dates

City Pay will contact you prior to your expiry date.



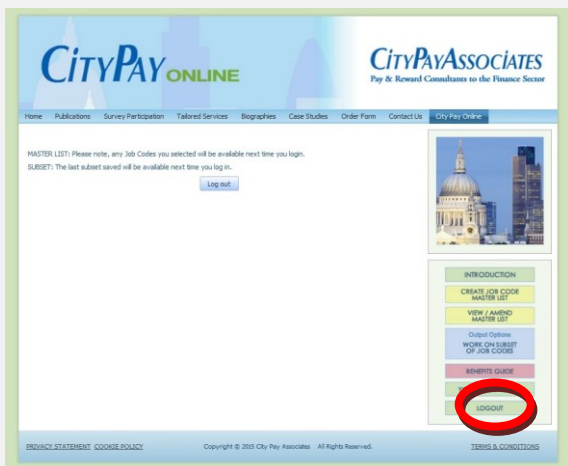
14

Logout to end your session

Note:

Master List – when you log out all saved data will be available when you log back in

Subset – Only the last subset saved will be available when you next log in.

CityPay OnlineQuestions?

Please contact CityPay Online:

Tel: +44 (0)1371 810979

Fax: 0845 862 2668

Email: info@citypay.co.uk

