

Job Description

Job Title:	Human Resources, accounts and payroll and H&S administrator
Reports to:	Managing Partners
Overall Purpose:	To provide a full range of HR services, payroll and accounts services and overseeing and checking of health and safety practices ensuring full legal compliance and adherence to best practice standards and protocols
Key Accountabilities:	<p>Recruitment and Selection:</p> <ul style="list-style-type: none"> • Maintain matrix of recruitment channels – advertisers / agencies / websites / social media • Advertise positions, review replies and arrange and carry out interviews culminating in a shortlist for managing partners and line managers in line with GDPR rules, timelines and protocols • Maintain records of recruitment activity / success rates of recruitment channels for different roles on an ongoing basis • Produce offer letters, contracts and other joiner pack information and carry out eligibility and driving checks • Arrange inductions for new recruits including the completion of HR documentation and IDs • Complete reference processing for new joiners • Carry out DBS checks as required for new (and existing) staff • Complete paperwork for airport passes – full and temporary for new (and existing) staff and become authorised signatory if required • Create and update job descriptions • Pension – liaise with finance director / pension provider and employees regarding the joining of pension scheme and any queries <p>Conduct and Performance Management:</p> <ul style="list-style-type: none"> • Review and update appraisal forms as required timescale • Arrange appraisals and the completion of all appraisal forms prior to meetings • Carry out appraisal meetings with line manager, taking minutes and updating appraisal forms • Send completed appraisal forms to employees • Produce pay review spreadsheets ensuring accuracy of data and advise of pay changes for payroll purposes • Ensure performance plans are in place for staff and that these are followed • Provide line managers with advice and support in all areas concerning redundancies, disciplinaries and dismissals including the drafting of all letters / matrix, attending meetings and minute taking <p>Uniform</p> <ul style="list-style-type: none"> • Review uniform requirements, suppliers and advertisers • Order uniform as requested • Update records

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Data Management:

- Enter all relevant data into HR records and Sage ensuring confidentiality, security and GDPR compliance and ensure all data is kept up to date
- Ensure accurate information is passed to accounts monthly for processing changes impacting on pay
- Ensure absence records are updated and maintained with full reporting of sickness and pass information to accounts monthly for processing changes impacting on pay
- Produce reports and analysis to directors for effective decision-making purposes and management reporting as required
- Manage leaver processes to ensure accurate data records are maintained including exit interview and references
- Annual archiving of HR Data in line with GDPR protocols/procedures

Advice and Guidance:

- Provide advice and support to line managers

Training of staff

- Arrange training of staff as required including online and in person
- Review training records and requirements and ensure these are kept up to date

General HR

- Review and update all HR literature and paperwork and ensure all comply with latest HE and legal guidelines
- Execute all tasks as directed by the Director within specified timescales
- Produce reports / analysis as and when required
- Adhere to HR standards in relation to HR information management
- All and any other HR Admin/secretarial support to directors

Payroll and Accounts

- Receive and enter all supplier invoices onto software system
- Bank payment of supplier invoices
- Payroll x 2 monthly for staff – administration and field staff
- Updating customer receipts and answering any queries
- Bank reconciliation
- Weekly credit control and reporting to managing partners

Health and Safety

- Providing assistance to outsourced H&S company
- Scheduling internal services and updating records
- Checking H&S documentation
- Ensure audits are carried out by line managers for PPE, work standards and H&S and any other audits as required.
- PPE - review of all PPE and tools and ensure that all maintenance records are up to date
- Checks and inspections – ensure all checks are carried out when due and records updated

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	<ul style="list-style-type: none"> COSHH – Ensure data sheets are correct and current and update COSHH records and distribute Organisational charts and duties – update organisational chart and duties and ensuring that all systems are updated or distribution for updating by others CSCS cards - arrange CSCS applications from membership applications, exams and payment to card receipt and update of records Work permit applications – review and update job and site specific permits via online permit systems Training of staff - organise and record keeping of training of staff both online and in person Sub-contractor approvals – issue and approval of sub-contractor documentation and the update of records Assist Finance Director with completion of tasks as directed Fork Lift - check licenses and arrange LOLA and services and any ongoing issues Calibration and / or testing of equipment – calibrate and / or test or organise the calibration and / or testing of equipment including 6 monthly fire drills Accident reporting – investigate all claims notifying line managers and directors, insurers and HSE in line with RIDDOR. Where possible, update procedures, RAMS and notify all staff of procedural changes
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Job Requirements	
Education and Training	<p>Essential: Good academic background</p> <p>Desirable: Degree (English or business /economics related) 2 A Levels – English and Maths HR qualification or training experience</p>
Work Experience	<p>Essential: Experience in busy, professional, confidential working environment Demonstrate good understanding of importance of administrative management</p> <p>Desirable: Experience of carrying out HR, accounts and payroll and H&S duties Experience with writing adverts / job profiles / working with recruitment channels / carrying out interviews / payroll and accounts</p>
Technical/Professional Skills and Knowledge	<p>Essential: Excellent written English and communication skills Strong confidentiality approach / understanding Excellent organisation skills with an eye for detail Strong email management and follow-up skills Excellent knowledge of Microsoft Outlook, Word (ability to create manuals)</p>

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	<p>with effective contents pages etc), and Excel (record keeping/tracking / pay review spreadsheets and analysis etc plus for reporting purposes). Typing 80 words/ min</p> <p>Desirable: Strong knowledge of use of databases / maintenance / Sage</p>
<p>Behavioural Skills</p>	<p>Essential: Strong PROCESS approach and ability to adhere to clear methods and processes already established whilst also being able to seek improvements where necessary Comfortable working with online data / document tracking given 'paperless' nature of HR processes Recognises the ABSOLUTE need for confidentiality Ability to be passionate and driven in data management and accuracy Ability to be able to multi-task, be organised and thorough Effective approach to diligent follow-up and tracking processes Articulate in communication skills – succinct and professional Be confident, flexible and versatile; Understanding of the importance of good administrative management and data accuracy - ESSENTIAL Ability to work well in fast-paced environment under pressure Flexible to work additional hours when needed Able to adapt work tasks as priorities change Understanding of the basic mechanics of HR and the organisation's liabilities Socially confident</p>
<p>Special Circumstances</p>	<p>Essential: Well presented and professional – ability to be able to converse and present well to directors and external Advisors Willingness to learn and develop HR skills – welcoming opportunity to be mentored if keen to seek progression in HR Good understanding and appreciation of the aims of an HR function Maintain a professional relationship (given HR sensitivities) with staff members and managers Resilience – can demonstrate empathy for requests or sensitive situations as they arise but with the ability to stand firm in order to main the IBA's protocols and standards</p>