

POST TITLE:	HR and Finance Administrative Assistant
1. BASE	Leicester
2. SALARY	£26,421 per annum pro rata
3. HOURS OF WORK	Part time position working 22.5 hours, Wednesday– Friday or Tuesday-Thursday 9am - 5pm with 30 minutes unpaid lunch
4. MAIN TASKS	To provide administrative and operational support to the People Manager and Finance Manager. To maintain employee personnel files To assist with onboarding and recruitment To assist with payroll To support financial reporting and accounts To act as the first point of contact for HR and Finance enquires The role requires strong organisational skills, attention to detail, and proficiency in HR and accounting software.

5. KEY RESPONSIBILITIES

Administrative Support to the People Manager

- Managing electronic employee files
- Completing audits of employee files
- Supporting HR recruitment and onboarding processes, including listing adverts on website and approved recruitment platforms, the processing of DBS checks, seeking references and completing right to work checks
- Preparing interview resources for the recruiting panel
- Ensure induction, probation and performance monitoring documentation is completed on the HR portal and filed in the employee electronic file, in line with required timescales
- Ensure Line Managers are aware of the necessary deadlines and timescales, for performance monitoring
- To produce regular reports, to the senior management team, in relation to employee performance monitoring

- Regularly review the data on WALL's HR system and ensure that it is correct and up to date at all times
- Deal with general cascade queries, login details, password resets, holiday/ absence queries from employees, working in close liaison with the People Manager and Finance Manager
- Log and monitor training requirements.
- Assist with the organisation of WALL training sessions when required.
- Complete audits of employee calendars and timesheets

Administrative Support to the Finance Manager

- Prioritise payroll tasks including absence and overtime within the monthly payroll timetable
- Coordinate the monthly payroll and send to payroll team meeting all deadlines
- Deal with pay/payroll queries, and where necessary liaise with the senior management team
- Chasing invoice payments by telephone/email within the agreed timescales.
- Undertake stationery stock checks and suggest what should be ordered.
- Manage the Finance inbox and Purchases Portal, responding to emails & queries.
- Using WALL accounting software to raise invoices, process income including cash allocation, complete banking and take appropriate action in relation to debt management.
- Liaising with the relevant Local Authorities to ensure appropriate information and payment is received.
- Safeguarding monies, recording and reconciling transactions to bank statements.
- Ensuring effective administration of purchasing and supplier payments, management of petty cash transactions and replenishment.
- Processing of employee related information, and payroll, to ensure staff information and payments are accurate and timely.
- Providing clerical support to the Finance Manager, including letter writing, emails and local management reporting.
- Maintaining a well-ordered electronic filing system, and personnel file management.
- Coordinating utility, waste, maintenance and other relevant contract accounts to ensure the correct level of cover is in place.

Line management relationship

Post holder will be line managed by the People Manager.

The duties and responsibilities in this job description are not exclusive or exhaustive and the post holder will be required to complete such duties as may reasonably be expected within the scope and grade of this post.

PERSON SPECIFICATION

HR and Finance Administrative Assistant

Category	Essential Requirements	Desirable Requirements	Method of Assessment
Qualifications	GCSE's in English and Maths A*-C	Level 3 or above, relevant qualification Membership of a professional Body	Application Form & copies of certificates taken
Experience	Proven experience in an administrative role, preferably within the financial and or HR services sector. Strong understanding of accounts payable processes and data entry skills Experience of using Microsoft packages, including Word and Excel Experience of developing and maintaining systems for information storage and retrieval	Experience of working in the voluntary sector Experience of SAGE	Application Form, Interview and References

Knowledge and Skills	Commitment to anti-discriminatory practice and equal opportunities Able to work on own initiative and as part of a team Organisational skills and ability to plan, manage and prioritise a varied and complex workload, including working to tight deadlines Knowledge of Data Protection principles and GDPR Ability to write accurate and concise reports Ability to maintain and develop an efficient and effective office environment including developing systems for the administrative needs of the senior management team function Adaptable, good at managing projects which span multiple teams Calm under pressure	An understanding of funding arrangements within the voluntary sector	Application Form, Interview, References & Test
-----------------------------	---	---	---

	Excellent use of spreadsheets; diligent, ordered and well-practiced at monitoring and evaluation Understanding of the need to maintain confidentiality in all areas of work Diplomatic and confident verbal and written communication skills, including an excellent telephone manner Attention to detail		
--	---	--	--

Personal Attributes	Ability to troubleshoot difficult situations, calls etc and deal with such situations calmly, efficiently and effectively Honest, reliable and a good timekeeper A proactive approach to problem-solving and the ability to manage multiple tasks effectively. We welcome applications from individuals who are eager to contribute to our team and grow within our organisation while ensuring that all administrative functions are executed efficiently and accurately		Application Form, Interview and References
Other Requirements	These posts are exempt from the Rehabilitation of Offenders Act 1976 under (Exemption Amendments Order 1986) Able to work to Policies and Procedures Available to work occasional evenings and occasional weekends		DBS Application, ID Documents, References

	A willingness to be flexible and adapt to changing needs Full Driving Licence and access to own transport for work Office based role (Leicester)		
--	---	--	--