



## Job Description - HR & Finance Administrator

**Job title:** HR & Finance Administrator

**Reporting to:** Finance Manager & HR Advisor

**Responsible for:** Administration processes of HR/Finance administration.

**Purpose of the job:** To work under the joint direction of The Finance Manager and HR Advisor in relation to administrating the finances/HR within the business. To work as part of the head office team and support on aspects of the day to day running of the office.

**Main duties:**

### HUMAN RESROUCES

- Arranging interviews with candidates, follow up on CV's and track.
- Assist with new joiner paperwork including reference/qualification checking, generating offer letters and contracts.
- Collating new starter packs.
- Checking of documents for right work and DBS checks.
- Assist with monthly changes to employees pay, paperwork, issue of letters, contracts and liaise with payroll in HR Advisors absence.
- Provide HR system database support - updating details, scanning on documents, making changes to pay, status, job role etc. Point of contact for staff for re-setting account passwords.
- Arranging First Aid training, sending out letters & books, chasing up certificates
- Take meeting minutes as and when required.
- Filing

### FINANCE

#### **Payroll**

- Print the timesheets from the nurseries and ensure all have been sent.
- Check the spreadsheets against the timesheets.
- Post the payslips to home address or Nursery.

#### **Purchase Ledger**

- Print out invoices.
- Ensure that goods have been received for the invoices.
- Ensure that all invoices have been authorised.
- Code the invoices.
- Post on to SAGE.
- Print the B & Q invoices.
- Attach the slips from Maintenance to the invoices.
- Code the B & Q invoices and post on to SAGE.

### **Debit and Credit cards**

- Update the Debit and Credit card spread sheet.
- Ensure all receipts have been received.
- Post on to SAGE.

*It is the nature of working for a small business that tasks and responsibilities are on occasion unpredictable and varied, so to retain flexibility this job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Directors.*

### **Person specification**

#### ***Essential criteria***

1. Ability to manage a diverse workload and work in a fast moving environment providing accurate and timely information to a high standard.
2. Understanding of maintaining confidentiality.
3. Good knowledge of Excel and Word.
4. Great communications skills with a friendly and flexible approach which facilitates the development of the team and business.
5. Previous experience in a similar role.

#### ***Desirable criteria***

1. Willingness to learn and undertake further training as required.
2. Working knowledge of Sage Line 50, PAYE and pension administration, computerised management system

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### **Terms and conditions**

**Hours:** 37.5 hrs per week

**Benefits:** 20 days holiday plus bank holidays (pro-rated on hours worked)  
Work place pension - contribution from employer  
Bupa Select - health care plan

**Salary range:** Dependant on qualification and experiences

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure Barring Scheme check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.