

## Job Description

<b>Job Title:</b>	HR Assistant (Full time)	
<b>Responsible to:</b>	HR Recruitment and Projects Advisor	
<b>Location:</b>	Weybridge (with occasional travel to London)	
<b>Experience/ Qualifications:</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Previous experience working within an administrative environment</li> <li>• Ability to deal with financial and other personal confidential information in a professional manner.</li> <li>• Ability to deal with multiple areas of the business, including presenting a positive image to new joiners, whilst maintaining integrity of processes and service standards.</li> <li>• Excellent organisational and prioritisation skills, with the ability to stay focused under pressure.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent/Advanced knowledge of Microsoft office packages including Word, Excel, Outlook, PowerPoint</li> <li>• Strong organisational skills</li> <li>• A high attention to detail</li> <li>• Team player but must be able to work independently and on own initiative.</li> <li>• Can demonstrate accurate record keeping and good interpersonal skills</li> <li>• Commitment to pass internal test – ‘Basic Financial Industry’, within first 3 months of employment</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• HR qualification or studying towards</li> <li>• Experience working in an HR team</li> <li>• Financial services experience</li> <li>• Previous Payroll experience</li> <li>• ADP (as an ‘Admin user’ experience)</li> </ul>
<b>Job Summary:</b>	<p>The HR Assistant will work in a busy team of 3 supporting circa 215 employed staff and self-employed partners across 8 sites. He/she will play an integral part in supporting the team to help drive forward the HR agenda across the business.</p> <p>In this varied role, you will provide a high level of HR administrative support to the team. You will be responsible for assisting with the day to day operations of the HR function, administering recruitment and selection initiatives, responding to all HR queries received into the team and escalating where appropriate. You will also support the team in the</p>	

delivery of a variety of HR projects such as the corporate induction day, annual appraisal process, policy design and development, recruitment projects and Benefit Fairs.

You will assist in maintaining and keeping up to date all HR records and help deliver against ad hoc projects. The role will also require you to provide general support to the team and assist on other opportunities and tasks that may arise.

This exciting opportunity will help you develop your career in HR and provide exposure to a variety of HR initiatives.

## Main Responsibilities

- HR administrative duties such as:
  - Preparation of offer letters/contracts of employment
  - Ensuring an efficient new starter process (requesting CRB, Credit checks, previous employer referencing etc.)
  - Supporting Managers/Staff with ADP (HR/Payroll system)
  - Ensuring holiday records up to date
  - Managing the SuperstarRRRs nominations
  - Managing Pension & Probation deadlines, ensuring Managers are contacted within good timescales
  - Administering company benefits enrolment process
  - Running employee reports upon Head of HR/Manager request (e.g. absence tracking, new joiners/leavers)
  - Updating/maintaining training & development records
  - Collating and maintaining a range of spreadsheets/databases/employee records
  - Completing termination paperwork and assisting with exit interviews
  - Maintaining current HR files and databases
  - Filing
- Responding to all HR queries received into HR inbox and escalating where appropriate to Head of HR or HR Advisor
- To work in partnership with the payroll specialist and administer the monthly Payroll (with HR Adviser support) including answering payroll queries, facilitating resolutions to any payroll errors
- To administer the new starter process for both employed and self-employed staff joining Foster Denovo, from beginning to end.
- Process due diligence checks on all Partners being considered by Foster Denovo
- Liaise with previous employers to obtain satisfactory reference history
- Liaise with candidates on the progress of their application
- To participate in appropriate company and departmental training, competence and development initiatives
- To continuously meet the regulator's Fit & Proper requirements
- To administer Recruitment and Selection initiatives including: posting job adverts, organising job applications, scheduling interviews, assisting in the interview process
- To participate in appropriate company and departmental training, competence and development initiatives.
- To continuously meet, the regulator's Fit & Proper requirements.

### Key Skills and Personal Attributes

- Knowledge of FSA fitness and propriety requirements
- Ability to process sensitive information precisely
- Excellent literacy and communication skills essential
- Excellent analytical and data processing skills
- A positive, friendly service orientated person with a “can do” attitude who is aware of the important role played by IFAs and their staff in providing financial advice.
- Ability to build & maintain trust and relationships across the business.
- Smart in appearance and an articulate communicator.
- Honesty, integrity and ability to maintain confidentiality are key attributes.
- Hard working and responsive to the need to deliver a high quality support service.
- Attention to detail and high standards of work.
- A positive, friendly service-orientated person with a “can do” attitude who is aware of the important role played by advisers and their staff in providing financial advice.
- An articulate communicator.
- Honesty, integrity and ability to maintain confidentiality.
- Hard working and responsive to the need to deliver a high quality support service.
- Attention to detail and high standards of work.

<b>Employee Name:</b>			
<b>Employee Signature:</b>		<b>Date:</b>	
<b>Manager/Partner Signature:</b>		<b>Date:</b>	