

**Job title:** HR Administrator

**Contract type:** Permanent and full time

**Reporting to:** Head of HR

**Direct reports:** 0

### **What we do:**

The Share Centre is an ambitious, fast paced and growing Company based in Aylesbury, Buckinghamshire. We pride ourselves on delivering top-quality customer service, for which we are multiple award winners. Our aim is to make investing simply easier. Founded in 1990, and now with 250 staff, we enable the individual investor to buy and sell shares and stock market investments online.

We're committed to finding the best people to help us build our business, rewarding our employees with excellent benefits and proven career development opportunities.

In 2018 we were proud to be accredited a Silver Investors in People award, identifying us as a great employer, an outperforming place to work and for having a clear commitment to sustainability.

### **What you'll be doing:**

#### **Data Management**

- Maintenance of all electronic and paper based employee records as required to ensure accuracy and completeness and archive leavers files in accordance with the process in place on all relevant systems
- Timely completion of routine correspondence including standard reference checks for past employees
- Set up new starter meetings and exit interviews for leavers
- Administer employment checks including, but not limited to, PAD re-checks (DBS and Enhanced), re-verifications and reference checks in a timely manner
- Regularly review procedures, ensuring responsibilities are clear
- Ensure company documentation is accurate and displayed appropriately, eg Fire Warden and First Aiders, Floor Plans, Insurance Certificates etc.

#### **System Coordination**

- Maintain accurate records on the HR system
- Through strong understanding of system capability, identify additional functionality to support and improve current processes and work to implement them
- Identify missing data / system misuse and liaise with the appropriate colleague to rectify

#### **Reporting**

- Maintain daily, weekly and monthly updates of workforce related statistics and data as required

- Collate end of month reports data in a timely manner for team review and provision to Finance
- Data analysis to support the production of the monthly HR dashboard for the Board Pack
- Play an active role in the monthly team 'lessons learnt' meetings relating to reporting

### **Payroll and Records**

- Collate payroll reports from the HR system in use (People HR) and data provided by other sources to ensure that they provide the information required by Finance to run the payroll accurately
- Ensure payroll deadlines are met by ensuring timely, effective communication of the relevant dates within HR and to all employees
- Ensure all communication between HR and Finance is prompt, clear and complete
- Maintain payroll efficiency, set monthly payroll checking meetings with Head of HR, set up and play an active role in the monthly team 'lessons learnt' meetings

### **Benefits administration**

- Maintain records, liaising internally and with third parties, as appropriate
- Check invoices in line with contractual terms
- Be the first point of contact to handle all benefit queries which arise, redirecting to a member of the HR team where appropriate

### **Learning and Development**

- Assistance with collation and distribution of training materials
- Support with organisation and planning of training (room booking, attendance tracking, reporting)
- Assist in maintaining the Company's Learning Management Systems (reporting, loading training materials, accounts set up/update)

### **Additional responsibilities**

- Lead responder to general queries from staff about the HR system and policies/processes
- Regular attendance at the Company's cross functional 'Daily Briefing'
- Undertake other tasks as needed to support the team e.g. note taking in case management meetings, administrative support to all areas of HR, Recruitment, Learning and Development and Facilities
- Book team meetings, create diary schedules
- Assist as require to support timely delivery of departmental and companywide projects

### **Who we're looking for:**

You will be energetic, enthusiastic and motivated and passionate about providing excellent customer service (to our staff and external contacts) in a lively and fast paced workplace.

You'll need to have a minimum of 2 years' experience in any form of systems based administration role.

Knowledge and experience of using an HR System or other systems from which detailed reports are generated and be competent to generate and create reports from systems

Word/Excel/Outlook/Powerpoint skills to intermediate level

Accurate, strong attention to detail, able to meet tight deadlines without compromising accuracy

**Company benefits and perks:**

We offer a starting salary range of £21,000 to £22,000 per annum, alongside:

26 days holiday per year

Discounted onsite gym

Onsite free secure car and bike parking

Free discounts and offers platform with Perkbox

Employee support programme 24 hours a day, 365 days a year

8% Employer pension contributions (non-contributory)

Private healthcare

Life Assurance – (4 x salary)

Share Incentive Plan – an opportunity to buy shares within The Share Centre with the Company matching 2 shares for every 1 you buy!

Employee share account discount

Discretionary profit share bonus