



Job description

Human Resources and Finance Assistant

Main purpose of job

To assist the Finance and Human Resources Manager in all aspects of human resources, finance, fundraising and health and safety administration. This is a developmental role with the scope to develop skills and knowledge in a range of functions.

Key Performance Areas

1. Human resources administration

- 1.1. Organise staff and volunteer recruitment including placing of advertisements and responding to enquiries, contacting applicants and setting up selection interviews
- 1.2. Process administration for new starters including seeking references, DBS checks, issuing employment contracts and setting up induction programmes
- 1.3. Maintain up to date staff records including both electronic and paper based filing systems and ensure timely communications to staff regarding variations to their contracts and other HR matters as advised by the Finance and HR Manager
- 1.4. Maintain a good working knowledge of data protection regulations and ensure adherence to the regulations

2. Finance and fundraising support

- 2.1. Input invoices and other financial transactions onto our finance software, Quickbooks
- 2.2. Maintain records of grants and donations received; process gift aid claims; keep fundraising pages up to date on the People website
- 2.3. Liaise with suppliers of services (phones, copiers, couriers etc) to ensure contracts meet organisational needs and renew contracts as necessary as instructed by the Finance and HR Manager

3. Health and safety administration

- 3.1. Keep health and safety systems and records up to date; conduct health and safety induction for new staff and organise health and safety training
- 3.2. Conduct regular risk assessments of premises and the working environment reporting to the Finance and HR Manager
- 3.3. Set up and take minutes at Health and Safety meetings

People – supporting parents and children to learn together

4. Other responsibilities

- 4.1 Support the Finance and Human Resources Manager with other areas of work as required, for example, intellectual property rights and premises management and maintenance
- 4.2 Provide administrative support to the Chief Executive Officer
- 4.3 Work flexibly with other administrative staff in People and support the general administration needs of the organisation.
- 4.4 Implement all People policies including health and safety, equal opportunities, confidentiality and data protection.
- 4.5 Undertake other duties as required consistent with the skills and experience required by this post.

Summary of main terms and conditions of employment

1. Hours: Up to 22 hours per week either term time only (39 weeks a year) or working across the whole year. Minimum of 16 hours per week preferred.
2. Location: the post is based at the People Centre on the Oxford Academy Campus in Littlemore, Oxford.
3. Probationary period: 6 months
4. Whole year employees get 6 weeks paid holiday per annum pro rata plus 8 bank holidays pro rata. Term time only employees are paid 5 weeks holiday pay in addition to their 39 weeks worked a year and may not normally take leave during term times.
5. Salary from £20,970 p.a. pro rata
6. Full on the job training
7. People's chosen pension provider is 'The People's Pension'. Auto-enrolment rules apply. Further details available on request.
8. This post is subject to a satisfactory enhanced Disclosure and Barring Service check.
9. We will need to see original copies of relevant qualifications and proof of your eligibility to work in the UK.

Person Specification: Human Resources and Finance Assistant

	Essential	Desirable
Experience	<ol style="list-style-type: none"> 1. Using administrative systems, ideally as an office administrator 2. Taking responsibility for an area of work 3. Maintaining record-keeping systems including numerical data 	<ol style="list-style-type: none"> 4. HR administration 5. Using spreadsheets both for financial recordkeeping and as a database 6. Using finance software 7. Updating web-pages/ uploading documents etc.
Knowledge and Understanding	<ol style="list-style-type: none"> 8. Interest in working for a charity 9. Interest in early education and the aims of People 10. Interest in developing HR and finance knowledge 11. Equal opportunities awareness 	<ol style="list-style-type: none"> 12. Knowledge of HR processes and employment law 13. General Data Protection Regulations
Skills and attributes	<ol style="list-style-type: none"> 14. Well organised approach to work including appreciation of the importance of systems, accuracy and attention to detail 15. Ability to be flexible and co-operate with other staff, as part of a small team 16. Helpful and friendly manner both face to face and on the telephone 17. Ability to communicate clearly both verbally and in writing 18. Ability to take initiative and adopt a problem solving approach; analytical skills 19. Excellent IT skills 20. Good numeracy and literacy skills 	<ol style="list-style-type: none"> 21. Ability to work with and interpret complex information such as leases and service contracts
Qualifications	<ol style="list-style-type: none"> 22. GCSE Maths and English (grade 4-9/old A-C) or evidence of equivalent skill level 23. 'A' level(s)/ level 3 (or equivalent) 	<ol style="list-style-type: none"> 24. Degree or equivalent experience

August 2019