

Job Title: Finance and HR Assistant
Date January 2025
Accountable to: Finance Manager/Head of HR
Location: Albemarle Street, London
Contract type: 12 month fixed term contract
28 hours per week - will consider flexible work patterns
Salary: c. £28k pro-rata (£22,400 actual)

Job Purpose

To support the Finance and HR teams with transactional work and administration, maintaining a high degree of accuracy. The role will also support our transition to new finance and HR systems and will require liaison with internal and external stakeholders.

Main responsibilities of the role

Finance

- Enter purchase invoices and staff expenses onto the accounts system efficiently and accurately to ensure financial information is correct and up-to-date and be able to create weekly payment runs as necessary.
- Create sales invoices and send to associated contacts for payment
- Process monthly credit card statements to ensure that expenditure is recorded in our finance system
- Monitor purchase invoices awaiting approval and follow up with invoice approvers to ensure that invoices are approved quickly
- Review our creditors and debtors position to identify steps to get payments out and income into the organisation
- Work closely with the team to ensure that working practices for invoice processing are efficient and effective and able to feedback to staff as necessary offering customer service support
- Assist in the monthly payroll checking between HR and Finance
- Work with the team on month end deadlines
- Provide other processing and admin support as needed

HR

- Assist with recruitment advertising and loading vacancies on the HR portal and to distribution lists
- Assist with recruitment administration including response handling and arranging interviews.
- Produce employment offer letters, contracts, and starter packs.
- Assist with induction and onboarding processes
- Maintain HR recruitment records, monitor spend, and assist in monitoring and reporting.
- Assist the HR team in coordination and evaluation of training courses/programmes
- Maintain accurate employee files in line with policy and GDPR guidelines
- Maintain up-to-date and accurate data on the HR system and produce regular and ad hoc management information reports as required
- Support the HR team to ensure all leavers and changes to employee contracts are processed in line with the relevant procedures
- Provide administrative support to the HR team as required to ensure the smooth running of business as usual and HR projects as they arise.

General responsibilities applicable to all staff

- Understand and support the Ri strategy including the Ri vision, mission and aims
- Promote the Ri values and encourage team working and effective communication with colleagues
- Help achieve EDIA goals across the organisation and promote diversity and inclusion at the Ri
- Act as a representative of the Ri and deal with Ri customers, stakeholders and the public in a professional manner
- Maintain awareness of your own and others' Health and Safety, and comply with the Ri's Health and Safety policy;
- Comply with and champion the Ri financial and other policies and practices including Health & Safety, Safeguarding and GDPR
- Undertake other responsibilities as may be reasonably requested of your post.

Skills, experience and knowledge	
Essential (E) Desirable (D)	
• Excellent administration skills, and experience of working in an office environment (ideally in Finance or HR)	E
• Experience of data entry with a high level of speed and accuracy	E
• Experience of dealing with confidential/sensitive information	E
• Good knowledge of accounting procedures, principles and controls	E
• Working knowledge of Microsoft Office (particularly Excel, Outlook and Word), with a willingness to learn and use new systems.	E
• Experience of working with accountancy systems and information	D
• Experience of working with an HR system and managing data in line with GDPR guidelines	D
• Recruitment administration experience	D
• Experience of working with CRM systems especially Salesforce	D
• Experience of working in a charity or not for profit organisation	D
Qualifications	
• A-level, (Level 3) qualified	E
• Educated to degree level or equivalent demonstrable experience	D
Personal Attributes	
• Ability to understand and analyse numerical data	E
• Ability to maintain confidentiality about financial and employee information	E
• Good interpersonal skills with proven ability to work collaboratively.	E
• Ability to find pragmatic solutions, seek improvements, and adapt to changing situations.	E
• Ability to present information, verbally and in writing, in a clear and concise manner, with excellent attention to detail.	E
• Positive "can do" attitude and willingness to support others where needed.	E

• Ability to multi-task and work in a fast-paced environment.	E
• Committed to the principles of equal opportunities and diversity	E
• An understanding of the Ri's mission and activities	D

Notes:

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.