

HR Administration/Bookkeeper Officer



RESPONSIBLE TO: Head of Finance and HR

HOURS: Part Time (equivalent to 2-3 day/week flexible to suit)

JOB LOCATION: Principally office based (Amersham, Buckinghamshire) but with some flexibility

SALARY: £26,000 pro-rata (equivalent to £100/day)

HOLIDAY: 10-15 days/year plus bank holidays plus 3 days over Christmas break.

Pension: 7% non-contributory

Roald Dahl's Marvellous Children's Charity provides specialist nurses and support for seriously ill children.

Our vision is that every seriously ill child deserves a Roald Dahl Specialist Nurse and fundraising core to achieving this.

We are at an exciting phase of the charity's history and growing fast thanks to a hardworking, dynamic team! We value our staff and want to continue to do so as we get bigger, so this role is instrumental in helping us look after our team and be a happy charity.

We are looking, principally, for an HR Administrator to support our Human Resources function but someone who is also willing to undertake some basic bookkeeping data entry. The charity has currently 13 full-time staff members and 1 part-time and currently advertising some new and vacant roles. The charity receives professional support from external advisors for all matters regarding employment law and health and safety regulations. Your main responsibility will be to ensure HR processes are followed accurately and to an agreed timetable.

Your administrative duties will include maintaining personnel records, managing HR documents (e.g. employment records, appraisals, training etc) and updating internal databases and software applications. Our ideal candidate has experience with HR procedures, familiar with online HR systems and can juggle various administrative tasks in a timely manner.

KEY RESPONSIBILITIES

Supported by the Head of Finance and HR, are:

HR Administration

- Organize and maintain personnel records.

- Maintain and monitor HR software applications and service providers: YouManage – core HR tool; WorkNest – on-line training software; Disclosure Services – DBS checking; SafeCIC – on-line safeguard training.
- Manage our small team of volunteers.
- Prepare HR documents re:
 - Recruitment/induction,
 - Staff questionnaires/surveys,
 - Annual pay awards,
 - Leavers/exit interviews.
- Maintain policies folder and manage the timetable of updates.
- Ensure compliance with health and safety regulations.
- Manage staff appraisal process and ensure any action points arising are addressed.
- Create regular reports and presentations on HR metrics: training, DBS/Safeguarding compliance
- Answer employees' queries about HR-related issues.
- Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days).

Bookkeeping

- Input of supplier invoices into accounts package.
- Analyse and input income into accounts package.
- In time and if desired to assist with month-end:
 - bank reconciliation
 - other balance sheet account reconciliations

These responsibilities are subject to review and may be varied in emphasis depending on operational requirements.

PERSON SPECIFICATION

- Employment experience/training as an HR Administrator or relevant role essential
- Experience with HR software although not essential it would be desirable.
- Computer literacy (MS Office applications, in particular).
- Basic knowledge of employment law e.g., maternity, paternity.
- Excellent organizational skills, with an ability to prioritize tasks.
- Needs to be trustworthy and respect confidentiality.
- Able to provide clear guidance to the senior leadership team.
- Basic accounting knowledge although not essential it would be desirable.

OTHER INFORMATION

This job description helps the post holder to understand their main duties. The role's duties may change from time to time, in discussion with the post holder and consistent with the level of responsibility appropriate to the grade of the post.

- Roald Dahl's Marvellous Children's Charity is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Confirmation

of appointment will be subject to a satisfactory standard Disclosure and Barring Service check.

- The appointment is subject to the satisfactory completion of a three-month probation period.
- Roald Dahl's Marvellous Children's Charity is committed to achieving the highest standards of service and employment practice. We give equal opportunity to everyone, regardless of background. We welcome applications from all individuals particularly those with protected characteristics.
- The post holder will have the right to work in the UK.