

CRISPIN SPEERS AND PARTNERS LIMITED

JOB DESCRIPTION

Job Title:	HR & Payroll Administrator
Reports to:	Head of HR
Business Unit:	HR

Job Purpose:	<p>To provide HR & Payroll administrative support to the CSP HR team. To provide assistance and support to CSP employees, Sponsored Companies, Appointed Representative Companies and Subsidiaries with general HR and Payroll queries and processes.</p> <p>This position is required to attend the London office 3 days per week.</p>
Key tasks:	<p>HR Administration tasks:</p> <ul style="list-style-type: none"> • Carry out general day to day general HR administration. • Dealing with general basic level HR queries such as holiday and absence monitoring. • Daily checking of attendance report produced via the Cascade HR system to ensure accuracy. • Filing of HR documentation on the Cascade HR system. • Archiving of files in line with filing and archiving process. • Recruitment administration including the recruitment authorisation process, arranging interviews, creating interview packs, providing interview feedback, updating recruitment databases, submitting and monitoring background checks and liaising with Managers and recruitment agencies. • Carrying out new joiner inductions. • Co-ordinating offboarding processes. • Diary management of new joiners, probationary periods, leavers, and end of contracts. • Manage the timetable for quarterly visits to sponsored Companies and quarterly CSP HRBP meetings. • Adding new joiners and archiving leavers on Broker Assess our online training platform. • Carry out regular HR Audit checks to ensure integrity of data is maintained and that these are compliant with GDPR. • Organisation of awareness days, charity days and Company social events including budget monitoring, venue sourcing, creating invitations and drafting communications • Assist the HRBP with the benefits administration as required. • Assist with the appraisal process administration, including the issuing of documentation and logging of appraisals and chasing appraisals for completion. • Manage the timetable for quarterly visits to sponsored Companies and quarterly CSP HRBP meetings.

	<ul style="list-style-type: none"> Other general duties as required such as diary management of HR the team, meeting room bookings, collation and circulation of HR meeting agendas, taking minutes at HR meetings, HR expenses and arranging payment of invoices. <p>Training & Development Administration:</p> <ul style="list-style-type: none"> Organising in-house and external training courses including ‘lunch and learn’ sessions. Adding new joiners and archiving leavers on Broker Assess’ our online training platform. Liaising with training providers to ensure the best quality training at reasonable cost. Keeping a record of all training activity on the CSP Training Hub tracker. Creating training packs, presentation, and training materials. Monitoring and recording the training budget. <p>Payroll Administration tasks:</p> <ul style="list-style-type: none"> Simple payroll cross checking exercises, e.g. bonuses and other global changes where another pair of eyes is needed. Assist Payroll Manager with payroll checking & input as required. Administer payroll changes on a monthly basis. Maintain accurate payroll records. Prepare payroll reports for finance and audit purposes. Provide the HRIS link, payslips, P45s, P60s and P11Ds to employees when requested in a secure manner. Assist with P11D input. Ensure payroll processing deadlines are met, diarised and communicated to clients. Upload reports for auditors.
Skills and competencies:	<ul style="list-style-type: none"> Ability to recognise when issues need to be escalated or advised to senior colleagues. Strong communication skills – verbal and written. Confidential and trustworthy. Minute taking skills. Takes initiative, manages upwards. Excellent proven project and time management skills. Attention to detail with ability to prioritise. Personable yes professional approach.
Knowledge and experience desired:	<ul style="list-style-type: none"> Previous HR administration experience, ideally within professional services educated to A-Level standard or equivalent. Experience using an HR system (Cascade experience would be an advantage) Proficient in MS Office applications Ability to use Canva
Other	<ul style="list-style-type: none"> Genuine interest in pursuing a career in HR. Any other duties requested by management to fulfil the job purpose