

HR Advisor

Basis: Full Time

Location: Exeter (Some remote working available)

We are looking for an experienced, proactive, self-motivated professional, with a strong understanding of HR principles and legislation, to work as part of our fast paced, highly motivated HR Department. The candidate will be responsible for day-to-day HR admin functions, employee administration and assisting partners and the HR Director with all HR related matters.

Who are we?

We are a forward-thinking accountancy firm with a strong team of experienced professionals who work hard to provide exceptional client service. We are based in beautiful Devon with access to beaches, moors, cities, and rivers, but have clients based all over the UK and beyond.

We are a medium sized firm with 12 partners and around 120 employees working across 5 office locations. Our HR team consists of our HR Director and HR Advisor, who each take responsibility for specific areas of the HR function and the associated administration work.

What do we want?

The principal roles:

- Acting as a point of contact for partners, managers and employees to provide advice on employee relation issues such as company policies and legislative requirements.
- Managing the recruitment process – arranging job postings, interview scheduling and communication with candidates.
- Supporting employees throughout their employment lifecycle from the induction and onboarding process through to exit interviews.
- Managing the monthly payroll process.
- Working with partners/managers reviewing and managing staff performance, including performance shortfalls or disputes, taking an active role with any resulting Disciplinary processes and ensuring compliance with relevant legislation.
- Assisting in the review of policy updates.
- Processing improvement initiatives.

- Managing the administration and maintenance of central personnel records, HR database and sensitive data and ensuring all administration processes are followed, as required.
- Managing sickness including occupational health referrals.
- Coaching and informing line managers on HR practices.
- Undertaking HR Projects that add value to the business, supporting the HR Director and Management Board.

Person Specification

- Proven experience in a similar HR Role.
- Experience overseeing internal recruitment processes, managing candidate applications, and onboarding.
- Understanding of HR policies and procedures, whilst keeping up to date with changes in legislation.
- Knowledge and experience with grievance and disciplinary processes.

Personal Attributes:

- Strong organisational and analytical skills, with the ability to work on several projects at any one time.
- Excellent communication and motivation skills, confident liaising with colleagues of all levels within the firm..
- Independent thinker, but supportive to team ethos.
- Good IT skills in Excel, Word and ideally an HR Recruitment system.

Note

This job description is neither definitive nor exhaustive. It may be reviewed in the light of changing circumstances following consultation with the post holder.

To apply, please send your CV and covering letter to jobs@simpkinedwards.co.uk