



## Working together #joinduncantoplis

We will be the firm that clients always choose to work with and where talented people belong.

**HR Administrator**

## Job description

Job title: HR Administrator  
Location: Grantham  
Reports to: Associate

## Role summary

The purpose of this role is work alongside the HR Administrative Lead in order to provide an administrative support function to the HR team that is seamless and responsive to changing circumstances and requirements, so that the team can provide an effective service to all team members and clients, including areas such as recruitment, training and everyday HR tasks.

## Key responsibilities

### Team responsibilities

- Covering recruitment administration, in the absence of our Talent Acquisition Lead.
- Checking emails into the HR mailbox and responding as appropriate and when able, or passing on to other HR team members. Assisting with Castlegate administration in the absence of colleagues.
- Administering Team Member sickness on a daily basis.
- Provide day to day advice to Team Members, Managers and Directors on general HR related queries, escalating more complex issues to the HR Administrative Lead.

### Technical responsibilities

- Processing of new starters and leavers on the HR database.
- Updating personnel data of our team members to ensure data is always accurate.
- Producing monthly reports including sickness and other adhoc reports.
- General awareness of minimum/living wage rates, working time directive, statutory holiday and pension arrangements, discrimination and equality, right to work checks and the legal framework for recruiting individuals from outside of the UK, raising any questions to HR Administrative Lead.

## **Reviewing responsibilities**

- Checking correspondence produced by other members of the HR team to ensure accurate.
- Assisting with the checking of salary information on Spreadsheets and HR databases.
- Assisting with reviewing the onboarding programme to ensure effective and reaching the aim to reduce employee turnover.
- Managing the Key Fob Access for all employees.

## **Administrative responsibilities**

- Provide admin support for recruitment such as arranging interviews, sending personality profiles to candidates and dealing with recruitment agencies.
- Collating references for all new team members within a timely manner.
- Ensuring the filing and shredding is up to date.
- Producing letters confirming changes to team members Terms and Conditions.
- Producing offer letters and contracts of employment.
- Producing articles for the Health and Wellbeing newsletter every month.
- Arranging the corporate induction every 3 months for new starters within this time, including invites, arranging lunch and name badges.
- Will assist with producing quarterly reports on exit interviews for the Operations report and maintaining the exit interview leaver report.
- Producing and maintaining all administration from offer to first day of employment.
- Dealing with the administration during the leaver process.
- Administer the team member benefits including arranging pension roadshows
- Administer risk assessments or DSE and for those team members who are pregnant.
- Act as second to prepare monthly payroll exceptions for internal payroll to process
- Checking of monthly payroll data before being submitted to internal payroll
- Administer annual driving license and insurance check
- Manage the Career inbox on a daily basis

## **Finance and Budgetary responsibilities**

- Keep records of the costs for recruiting a candidate to establish the cost per hire. Present cost per hire figures to HRD for inclusion in Operations Board meetings

## **Training responsibilities**

- Assist with administrative tasks associated with the L&D team.  
The Company reserves the right to vary or amend the tasks and responsibilities of the post holder at any time according to the needs of the Company's business.



Demonstrate the capability to work independently and as a team.	X	
Ability to work well under pressured deadlines	X	
High level of organisation skills.	X	

**RATIFICATION DATA:**

Job Description and Person Specification prepared by:	Chloe Smith/Natalie McKenzie/Julia Sells
Date prepared:	February 2021. Amended December 2021
Job Description and Person Specification ratified by [in HR]	JAS
Date ratified and agreed:	December 2021
Version: <i>[version control to ensure correct and most up to date JD is in circulation]</i>	1

*[job descriptions will be considered to be approved and valid once HR has validated and agreed the content].*

## Duncan & Toplis, an employer of choice

As current holders of both the ICAEW Large Accountancy Firm of the Year Award and a recipient of the GOLD mark of distinction from Investors in Customers, Duncan & Toplis is a great place to apply and explore your talents.

We love to champion our team members, and we pride ourselves in being able to attract and retain top talent from across our region.

Our flexible working and benefits schemes are hugely competitive, and we reward our team members for their loyalty, hard work, and the results they achieve. Our team member perks enable you to enjoy a healthy work-life balance.

Actively involved in our local communities, we take our social responsibility seriously and encourage our team members to get involved in supporting local initiatives, whilst on a global level, we are members of Kreston International, which means that our team members are supported by over 25,000 peer professionals, from 200+ firms around the world.

By creating a positive working environment, we position our team right at the heart of everything we do – after all that's why our clients continually choose to work with us!

