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HR and Finance Administrator Job Description

Job Title: HR & Finance Administrator
Reports to: Head of Finance & Operations
Direct reports: None
Salary: £27,000 per annum
Hours: 35 hours per week
Location: Oxford Office/Hybrid (minimum 3 days per week in the office)
Contract: Permanent

Role Purpose

You will be an integral part of the Operations team, working closely with the Head of Finance and Operations to provide administrative support across HR, Finance and office operations. This will include supporting recruitment and the full employee lifecycle, working with our external HR and payroll providers, and assisting with day-to-day finance and office administration.

Key Responsibilities

Finance Administration

- Provide administrative support to the Finance team through accurate processing of routine financial transactions.
- Enter approved purchase invoices, credit notes and other financial information into Sage.
- Support the raising of sales invoices and recording of income receipts.
- Monitor the finance inbox, maintaining accurate records and documentation.
- Support supplier and customer record maintenance and document management processes.
- Process incoming post and ensure finance documentation is appropriately scanned, filed and distributed.
- Support with minute taking and collating information for various meetings.

HR Administration

- Support the onboarding process for new starters, including collecting starter forms, carrying out right to work checks, requesting references, arranging DBS checks, first-day inductions and monitoring mandatory training and probation reviews.
- Work closely with our external HR and payroll providers, providing the necessary information and documentation for new starters, employee changes and leavers.
- Liaise with the external HR provider to arrange offer letters, contracts, contractual change letters, flexible working letters and leaver documentation, ensuring these are issued to employees and copies are kept on file.
- Report and track HR data, including promotions, new starters, leavers and fixed-term contracts, ensuring employee records are kept up to date.
- Provide administrative support across HR, including processing invoices relating to HR expenditure.

- Ensure the HR system, payroll records, HR SharePoint folders and employee information are kept up to date, working with the external providers where updates need to be made by them.
- Support recruitment processes, including advertising roles, monitoring the HR inbox, updating the applicant spreadsheet and organising interviews.
- Liaise with the external HR provider on policy updates, ensuring the latest versions are uploaded to SharePoint.
- Deal with general HR administration queries from employees, directing them to relevant policies or guidance, or referring matters to the external HR provider where necessary.
- Monitor probation periods and mandatory training, ensuring managers are reminded of upcoming reviews and that records are updated.
- Support the administration of annual leave, including updating employee records and monitoring leave entitlements.
- Monitor long service and ensure any additional annual leave entitlement is recorded in the HR system at the appropriate time.

Office Administration

- Monitor and maintain office supplies, stationery and other essential office resources.
- Assist with the coordination of all-staff events, meetings and other organisation-wide activities.
- Support with general office administration, including maintaining health and safety records, workplace compliance requirements and access arrangements.

Person Specification

Essential

- Experience in an HR Administrator or HR Assistant role or similar.
- Experience supporting recruitment, onboarding and other HR processes throughout the employee lifecycle.
- Experience maintaining accurate and confidential employee records and using HR systems.
- Strong organisational skills with the ability to prioritise competing demands and meet deadlines.
- Excellent attention to detail and a high level of accuracy.
- Strong written and verbal communication skills.
- Proficient in Microsoft Office applications, including Outlook, Word, Excel and Teams.
- Ability to work collaboratively across departments and with external HR and Payroll providers.

Desirable

- Experience supporting finance administration processes.
- Experience using Sage or similar finance systems.
- Experience coordinating office facilities or workplace services.
- Experience working within the charity or not-for-profit sector.