

## **Payroll & HR Assistant - Job Specification**

- Role Function: Payroll and HR Assistant
- Reporting to: Company Secretary & Financial Controller
- Location: On-site
- Working hours: 37.5 hour (Flexi system) Monday to Friday
- Salary: £22,000 - £25,000
- Contract: Permanent appointment
- Start date: TBC

### **Company Background**

An exciting opportunity has arisen within Acrastyle as a HR Assistant in our Accounts department!

Acrastyle Ltd. is an engineering resource-rich company which designs, manufactures, tests, installs, commissions and maintains high-voltage sub-station protection and control equipment.

Since 1962, we have earned a unique reputation for superior product quality, outstanding technical expertise and excellent customer service.

We are looking for the right person to join us in expanding our engineering services nationally.

### **The role**

As the HR Assistant you will provide professional, reliable and efficient HR administrative support to the business.

The ideal candidate would be someone with a background in HR and/or Admin with a good attention to detail, enjoys working as part of a team, but can work on own initiative and able to establish great working relationships within their team. A CIPD level 3 qualification or interest in working towards would be desirable.

As an Equal Opportunities employer we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. We have the right to close this vacancy early if a suitable applicant is appointed, or a high volume of suitable applications is received.

### **Responsibilities include, but not limited to;**

- To undertake all aspects of HR administration in accordance with procedures, including but not limited to the processing of joiners, leavers, internal changes, maternity, absence, benefits and areas of compliance.
- To promptly maintain all HR data, records and information/systems, communicating with key stakeholders as necessary, and producing relevant reports/analysis.
- To produce a range of correspondence including contracts and HR letters.
- To oversee recruitment and onboarding administration, through advertising vacancies, short listing applicants, arranging interviews/formal offers, reference checks and induction planning.



- To provide basic HR policy and best practice advice, helping resolve and escalate appropriate level enquiries/matters.
- To work closely with the management team to achieve the company objectives, including other tasks commensurate to the role.
- Be the first point of contact for all front line enquiries and handle or escalate where appropriate
- Monitor training needs, resource and book when required
- Assist in payroll; monitoring time and attendance, inputting monthly salaries

**In return, we can offer a competitive salary along with employee benefits;**

- Additional holidays (32 days per year pro rata inc bank holidays)
- Flexible working
- Early finish on a Friday
- Long service awards
- Loyalty day bonus's
- Company sick pay scheme
- Enhanced maternity scheme
- On-site parking
- Ongoing engagement activities
- Internal and external training opportunities