



JOB DESCRIPTION

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| Job Title: | Human Resources and Finance Assistant |
| Number of Reports: | 0 |
| Accountable to: | Head of Human Resources and Finance |
| Reports to: | Head of Human Resources and Finance |
| Salary: | Up to £25,000 dependent on experience |
| Location: | Medisoft Office, 33 Park Place, Leeds |
| Type: | Permanent |
| Contracted Hours: | 37.5 hours |

ABOUT YOU

The successful candidate will be a natural communicator with an eye for detail. They will be proactive in their working approach and will be confident in dealing with a range of stakeholders.

Human Resources responsibilities include:

- Maintain the internal HR systems whilst taking a proactive approach in continuous improvement
- Maintaining personnel files, contracts of employment, sickness, annual leave and other absence logs
- Maintaining and updating the Employee Handbook
- Lead on electronic and manual filing of documentation, quality assurance of documentation and appropriate time management of documentation
- Assisting with disciplinary meetings, return to work meetings and exit interviews and take concise and accurate minutes whilst maintaining action logs
- Coordinating and assisting with annual appraisals, personal objective setting and performance reviews
- Support in introducing new policies and associated documentation by undertaking research
- Support with the creation and collation of HR board documentation
- Support employee engagement with creative and innovative ideas
- Assisting with the administration of the Company Pension Scheme and auto-enrolment
- Other general HR administration

Recruitment responsibilities include:

- Take a lead on active recruitment
- Maintain accurate recruitment tracking systems
- Maintain social media platforms and support with website development to ensure the organisation attracts the right candidates and support brand awareness
- Filtering CV's, arrange and attend interviews
- Lead and develop the on boarding and induction processes
- Assess best methods for recruiting taking into account timescales and budgetary constraints
- Attend career fairs and recruitment events
- Analysing and reporting on the recruitment process and attrition

Finance responsibilities include:

- Support the Accounts Assistant and Head of HR and Finance with general duties
- Support the administration of financial information including sales and purchase invoices, operational budgets
- Support the Accounts Assistant with credit control and processing internal expense claims
- Maintain updates to the company CRM where appropriate



- Support the development and maintenance of processes
- Other general finance administration

Candidates must be able to demonstrate:

- An understanding of discretion and sensitivity
- Strong communication skills with a great level of understanding to confidentiality
- A proven aptitude for problem-solving
- A passion for supporting people
- Aptitude for identifying opportunities for improvement
- Experience of working in similar role
- Confident telephone manner
- Ability to engage with all levels of employees
- Previous recruitment experience
- Willingness to learn new skills and develop within the role as required
- Previous finance experience desirable; however full training will be given to the right candidate

The post is based at our offices in Leeds.

Package:

To attract and retain the very best talent we offer a generous package, which includes:

- Newly refurbished office with a short walk from Leeds Train Station
- Flexible working; core hours 10:00 – 3:00
- Free on site gym
- Pension contributions
- Annual Team Tour
- Personal development and training opportunities
- Incremental annual leave entitlement
- Buy/ Sell Annual Leave Policy
- Cycle & Travel to work schemes

If you think you can bring something special to our award-winning team, please e-mail a current CV with a covering letter explaining what you feel you could bring to our organisation to HR@medisoft.co.uk.