HR and Payroll Apprentice – while studying towards a CIPD level 3 qualification
Duration 18 – 24 months
37 hours per week (including training time)

£20,472 p/a

Purpose of the role
To support the HR department with administrative tasks such as new starter processes, employee records and drafting of HR documents and letters. You will furthermore ensure that the data on our HR Information System (HRIS) is relevant and correct. You will play a key role in supporting the payroll function, ensuring timely and accurate provision of payroll data. There will also be opportunities to get involved in recruitment and training administrative tasks and ad hoc HR projects.

Key Responsibilities
Payroll administration
• Support the payroll function by data inputting onto the Payroll and Time-and-attendance systems and providing relevant information on request
• Arrange and lead on the monthly payroll meeting
• Monitor the Payroll Inbox, answer basic employee queries and flagging items to relevant team members as applicable

HR Information System and databases
• Be responsible for updating holiday allowances and working patterns within the HRIS
• Support the HR Coordinator with data input onto the HR Information System (HRIS), including new starters, ensuring accuracy and confidentiality
• Support the wider HR department by running and downloading reports from the HRIS as required eg new starters, leavers and absence
• Update internal databases such as diversity monitoring and training

HR Administration
• Organise and maintain personnel records and archives, both hard copies and online
• Audit employee files, ensuring right to work documents and qualifications/certificates are on file for employees across the organisation (new and existing)
• Manage the new starter and onboarding journey, liaising closely with the HR Coordinator (including new starter documentation, email and access card set-up, right to work checks)
• Request references for new employees and record received references
• In HR Coordinator’s absence, monitor the shared HR inbox, flagging items to relevant team members
• Assist the HR Coordinator in preparing HR documents, such as employment contracts and offer letters
• Occasionally action contract variations and updates to staff terms and conditions
• Raise purchase orders and process invoices on Finance system
Ad hoc
• Ensure that all HR documents, information and vacancies on the website are current
• Deputise for HR Coordinator in their absence
• Assist with recruitment administration as needed
• Participate in HR projects as required

Essential requirements
• Organised and driven
• Excellent written and verbal communication skills (in English) and able to articulate and communicate effectively at all levels
• Professional and polite interpersonal and telephone communication style
• Team working abilities, listening skills, and the ability to work on own initiative
• Ability to multi-task and work well under pressure
• Excellent problem-solving skills
• Competent skills in the Microsoft suite including Excel, Word, Powerpoint, Teams and Outlook or willing to learn
• An interest in, and flair for various information systems
• Outstanding organisational, analytical and time management skills and ability to create effective processes and procedures
• You should have excellent organisational skills, good attention to detail, and be able to act with discretion and integrity
• Ideally, you will have a basic understanding of how a Human Resources department operates and supports the wider business, but we also welcome applications from those without experience but excited to learn
• Working towards or keen to work towards a CIPD qualification through an HR Apprenticeship with a desire to progress in HR and/or payroll