

Job Title:	HR Assistant
Department:	People & Culture
Location:	London
Reports to:	HR Manager
Line Management responsibility:	None
Budgetary Responsibility:	None
Child Safeguarding level:	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or if the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>

Job Purpose:

The HR Assistant will provide comprehensive administrative support to the HR department, facilitating the efficiency of operations of all HR functions. This role is essential for maintaining an organised HR system and processes, assisting with data management, and ensuring compliance with HR policies.

Key Responsibilities:

Record Keeping and Documentation:

1. Maintain accurate and up-to-date human resource files, records, and documentation.
2. Assist in preparing and maintaining reports on HR activities (staffing, recruitment, training, grievances and performance evaluations).

HR Database Management:

3. Accurate data entry of HR information systems to maintain data integrity.
4. Assist with data retrieval and reporting for compliance and HR planning.
5. Conduct regular audits on all HR trackers to correct discrepancies or missing documents in line with GDPR.
6. Regularly audit the HR information system (Personio) to ensure all profiles and documents are up to date.

Payroll Assistance:

7. Support the HR department with payroll process by collecting, verifying, and collating data regarding hours worked, sickness, and leave balances.

Administrative Support:

1. Prepare and maintain HR documents, including letters, employment contracts, and onboarding guides.
2. Organise and coordinate HR-related meetings, trainings, and other events, ensuring that all necessary materials are prepared in advance.

3. Review all HR documentation that are received to ensure they have been completed correctly with the proper approvals.
4. Responsible for processing invoices for the HR department, ensuring timely and accurate financial transactions.

Compliance and Regulatory Support:

8. Help ensure compliance with regulatory concerns and reporting requirements.
9. Assist in auditing HR practices and policies to ensure alignment employment laws and regulations.
10. To comply with all policies, procedures, legal and regulatory requirements.
11. Handle all confidential data and matters in a professional manner.

Employee Assistance:

12. Respond to internal and external HR-related inquiries or requests and provide aid where required.
13. Redirect HR related calls or distribute correspondence to the appropriate person of the team.
14. Address staff queries regarding Personio and assist in creating and designing how-to guides.

AOB:

15. Any other duties commensurate with the accountabilities of the post.

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Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Educated to degree level standard.	Essential	Application
Certification in HR administration.	Desirable	Application
Experience & Knowledge:		
Previous experience as an HR assistant, staff assistant, or relevant human resources/administrative position.	Essential	Application and Interview
Experience with HR software and database (e.g. HRIS systems like Personio, Cascade).	Essential	Application and Interview
Experience in a fast-paced, high-volume environment.	Essential	Application and Interview
Skills & Abilities:		
Good interpersonal and communication skills and ability to liaise effectively with people at various levels.	Essential	Application and Interview
Strong ability to handle confidential and sensitive information with discretion.	Essential	Application and Interview
High level of accuracy and attention to detail in all aspects of work.	Essential	Application and Interview
Excellent organisational skills and attention to detail.	Essential	Application and Interview
Ability to work independently and manage multiple tasks.	Essential	Application and Interview
Excellent experience and knowledge of MS Office including PowerPoint and the ability to learn and use any software adopted by Muslim Aid.	Essential	Application and Interview
Proven admin, planning and time management skills.		Application and Interview
Ability to work independently to solve a range of problems relating to administrative processes.	Essential	Application and Interview
Commitments:		
Commitment to Muslim Aid's mission, visions and values.	Essential	
Commitment to Muslim Aid's ethos.	Essential	
Commitment to equality of opportunity and diversity.	Essential	
Commitment to Muslim Aid's Safeguarding Policy and Procedure.	Essential	

You will display the competencies below:	
Competencies	Definition
Team working	Collaborative and co-operative approach to engaging with internal and external stakeholders.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals.
Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.

Please signify your acceptance of this job description by signing below and returning a copy to HR

Employee Signature:		Employee Name:		Date:	
Line Manager Signature:		Line Manager Name:		Date:	