# HR and Finance Admin Assistant

**Details**

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| Reports to: Director of HR and Corporate Services |
| Salary: £24,720 pa |
| Location: 454 Gorgie Road, Edinburgh, EH11 2RN |
| FTE: 5 days (35 hours per week) – this is an on-site position. |

**Overview**

This is a key support role in the organisation. You will be highly visible and offer a range of support across the admin team, particularly to the HR Coordinator and Finance Coordinator. You will be a highly organised worker, with an eye for detail, and will assist with day-to-day administrative tasks, employee records management, financial data entry, and general office support. You will Report to the Director of HR and Corporate Services.

**Responsibilities**

* Supporting the HR Coordinator in the on-boarding process for new employees, including ID checks, reference requests, distribution and monitoring of tech, setting up and assisting carrying out of mandatory training.
* Support with off-boarding process for leavers.
* Posting job adverts, arranging interviews, including booking rooms, short listing CVs and printing of materials for interviewing managers and following up with candidates.
* Maintain and update employee records on our HR database, Bright HR.
* Assist with invoice processing, data entry, and expense tracking.
* Help reconcile financial statements and prepare basic reports.
* Assist with budget tracking and general accounting tasks.
* First point of contact for all calls to Head Office and responsibility for the admin inbox.
* Deals quickly and fully with ad-hoc tasks to ensure overall administrative responsibilities of Four Square are met;
* Order office supplies for Head Office and wider services and maintain inventory.
* General printing, laminating, photocopying, and any other ad hoc admin tasks.
* Keeping meeting rooms clean and tidy, including the coffee machine and supplies.

**Behaviours**

* Be a committed and trusted member of the team;
* Engage in healthy conflict, challenge and support;
* Focus on the shared goals of the organisation and be accountable;
* Be curious about the roles and challenges of colleagues;
* Own and be accountable for all areas of work;
* Role model a coaching style within a high performance culture where expectations are explicit and delivered alongside support;
* Believe in the organisation and be an ambassador for our work.

**Requirements**

* Demonstratable, recent experience of providing administrative support to senior stakeholders in a fast-paced environment;
* Ability to multi-task and prioritise an everchanging workload;
* Ability to take responsibility to proactive resolve issues, be solution based;
* Flexible and agile, able to provide support in challenging situations;
* Proven ability to plan for and deliver longer term events and projects;
* Strong communication skills, both written and verbal;
* Ability to build relationships at all levels across the organisation and with external stakeholders;
* Detailed focus, highly organised and able to plan and organise work with strong attention to detail;
* Advanced skills in MS Office Packages;
* Office based to ensure collaboration with stakeholders and a consistent presence in the organisation.