



## HR AND FINANCE ASSISTANT

JOB DESCRIPTION	
<b>Position Level:</b> Experienced	<b>Contract Type:</b> In-person only
<b>Duration:</b> Part-Time	<b>Location:</b> Liverpool, UK
<b>Maximum Hours/ Week:</b> 10 hours	<b>Wage:</b> £15 per hour

### KEY RESPONSIBILITIES

The HR and Finance Assistant provides essential administrative, personnel, and financial support to ensure smooth organisational operations. You will be working closely with the Finance Officer and trustees, to manage recruitment, onboarding, payroll preparation, and financial processing to maintain accurate and compliant systems.

#### 1. Human Resources

- **Recruitment & Onboarding:** Manage the end-to-end talent acquisition process, including advertising, interview coordination, referencing, and delivering staff inductions.
- **HR Administration & Compliance:** Maintain accurate personnel files and training records while ensuring strict adherence to safeguarding, GDPR, and organizational policies.
- **Workforce Monitoring:** Oversee staff attendance, leave records, and timesheets to ensure precise tracking of personnel availability and payroll-related data.
- **Communication & Documentation:** Prepare formal HR correspondence—including contracts and variation letters—and serve as a professional point of contact for staff queries.

#### 2. Finance

- **Financial Processing & Record-Keeping:** Manage the daily recording of income and expenditure, including invoice processing, payment tracking, and maintaining accurate digital financial files.
  - **Reporting & Reconciliation:** Support bank reconciliations and the preparation of monthly financial summaries to ensure all records remain balanced and transparent.
  - **Budgetary & Audit Support:** Assist with grant tracking and budget monitoring, while preparing essential documentation for year-end reviews and formal audits.
3. General Support
- **Administrative Collaboration:** Work closely with the Finance Officer and administrative team to provide high-level support for trustees and senior management.
  - **Data Security & Integrity:** Maintain strict confidentiality and ensure the secure handling of all sensitive organizational and personnel data.

## ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- **Multidisciplinary Administrative Expertise:** Proven experience in HR, finance, or administrative roles, with a strong ability to work independently and prioritize complex tasks effectively.
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- **Technical & Financial Proficiency:** Proficient in IT systems—including spreadsheets and accounting software—with practical experience handling invoices and financial entries.
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- **Compliance & Communication Excellence:** Exceptional organizational and communication skills, supported by a solid understanding of data confidentiality and GDPR requirements.