



We have a part-time vacancy for the position of HR and Finance Administrator to join the team at Margaret Green Animal Rescue.

This position will be based at our Head Office in Church Knowle and will deliver HR and finance administrative assistance to our three animal rescue centres and six charity shops.

Job Description

Job Title	HR & Finance Administrator
Reports to	Administration Manager
Location	Margaret Green Animal Rescue, Church Knowle, Wareham, Dorset BH20 5NQ
Starting hours	10 hours per week
Salary	£10.50 per hour
Benefits	Holiday pro-rata of 20 days plus public holidays. 3% pension contribution (for qualifying employees) Flexible and option for hybrid working once proficient in role.

Main Responsibilities:

- Managing the process for all new employees, including drafting and issuing offer letters, Contracts of Employment and new starter forms.
- Obtaining pre-employment references prior to employee commencing.
- Obtaining and checking Right to Work paperwork and permits.
- Payroll preparation, collating weekly timesheets and preparing information for monthly payroll processing (outsourced).
- Setting up employee autopay salary net payments.
- Maintaining and updating employee records & personnel files.
- Implementing a staff holiday & booking system.
- Maintaining holiday and sickness absence records.
- Implementing a system to assist the management team with timescales for employees' probation periods and appraisals.
- Administering leavers, issuing resignation acceptance letters, calculating accrued annual leave and final pay for payroll and distributing P45's.
- Assisting with preparation of annual P11D submission.
- Ordering staff uniform as needed.

- General HR & finance administrative support.
- Assisting with finance administration where needed, including processing supplier invoices, payments and income onto Sage 50 Accounts.

Skills and Knowledge:

- Ideally minimum 2 years' experience working within a HR environment.
- Proficient using Microsoft Word and Excel.
- Experience of Sage 50 accounts would be desirable.
- Experience of the charity sector would be desirable.
- Methodical, organised and able to prioritise own workload and work on own initiative.
- Good communication skills.

Salary and hours:

- Rate of pay £10.50 per hour.
- Starting hours will be 10 hours per week.
- Potential to increase hours as the charity and trading subsidiary grows.
- Must be flexible and able to work additional hours / provide holiday cover as required.
- Option for hybrid working once fully proficient in the role.

Other:

- Must be an animal lover and be prepared to work alongside dogs that may be in the office.
- Must have transport (no public transport in immediate area).