

	<b>Job Description:</b> <b>Finance/HR Administrator</b>	Ref no: WFSMJDT
		Authorised: Penny Goodwin
		Date: 07/04/2021
		Version: 2
		Location: Company Drive (Z)

<b>Job Title:</b>	Finance & HR Administrator
<b>Responsible to:</b>	Finance Manager
<b>Responsible for:</b>	Administrative support within HR, Finance along with general administration across Wastesavers Limited (Recycling) and Wastesavers Charitable Trust (reuse and education)
<b>Location/departments:</b>	All
<b>Salary:</b>	£24,000
<b>Hours of work:</b>	37.5 hours a week, full time
<b>Location of work:</b>	Head office in Newport, combined with homeworking as appropriate
<b>Contract:</b>	Permanent
<b>Benefits:</b>	28 days holiday per year (inc BH), 4% employer contribution pension scheme

### Detail

Wastesavers is a third sector group that offers a range of recycling, reuse and education services in South Wales, based around recycling and reuse. We are an environmental organisation whose aims are to reduce the amount of material going to waste and to benefit the local communities of South Wales.

### Person Specification

The Finance & HR Administrator will provide administrative support within the HR and Finance remit of the organisation along with general administration across Wastesavers Limited (recycling) and Wastesavers Charitable Trust (reuse and education). It is an excellent role for someone who wishes to develop their skills within a growing company, learning about all elements of our business. We are looking for someone with administration experience to assist the CEO, Finance Manager, Head of Operations, Charity Manager and assist with other administration related activities. You will provide support in relation to recruitment, employment letters and contracts, employee vetting, onboarding, payroll and all things related to the administration of our people services. In addition you'll provide administration support to the leadership team - arranging and minuting meetings, purchasing and managing office supplies and equipment, managing the administration of our quality management system and any other administrative tasks to help with the smooth running of the company

### Duties and Responsibilities

#### Misc. Administration

- Responsible for sourcing goods and making purchases in line with procedures and ensuring that the purchase order book is completed correctly, i.e. costs/department;
- liaising with suppliers for delivery of goods;
- Making arrangements for maintenance of office equipment; ensuring stock levels are maintained at all times
- Taking minutes at other staff meetings
- Scheduling meetings/room bookings/events for the company

- Assisting with funded projects administration and reporting

#### **ISO Administration (quality management system)**

- keeping the master index updated with changes to our management system
- ensuring all documents are locked and controlled to prevent unauthorised editing
- providing support during ISO Management Audits
- taking minutes at ISO audit meetings
- supporting management with general ISO administration

#### **Commercial Department**

- Daily printing of collection sheets for flats, commercial wheeled bin and commercial office paper rounds
- scanning/filing of completed daily round sheets
- Daily update of commercial weights collected
- Preparation/distribution of annual waste transfer notes

#### **Kerbside Department**

- Covering receptions during holiday/absence, periodically taking calls and passing to relevant person/department; administering NCC complaints system
- Maintenance of the assisted lift database
- Liaising with insurance company with regards to claims
- Collation of relevant paperwork to support insurance claims, reporting incidents and submission of documents to broker
- Ensuring all relevant paperwork has been completed by management team

#### **HR Department**

- Daily/weekly maintenance of staff clocking-in system, i.e. adding/deleting staff, updating reason for absence; collation of reports to support HR and Finance
- Creation and maintenance of personnel files; scanning/filing completed HR forms, i.e. signed contract of employment, Return to Work, Doctor's notes etc.
- Twice yearly DVLA check of all staff who drive company vehicles
- Daily maintenance of staff holiday requests to database, scan completed document and return to employee/Manager
- Absence analysis
- Return to work record keeping (ensuring management have completed relevant paperwork)
- Maintaining training databases and booking training courses as requested
- provide support in relation to recruitment, employment letters and contracts, employee vetting, onboarding and payroll
- Maintain diary reminders for new staff probation reviews

#### **Finance Department**

- Daily/weekly collection of tonnage documents from Operations Office

- Maintenance/updating of tonnage weighbridge data to database checking calculations on each consignment and matching with re-processors' documents
- Weekly submission of scanned collection notes to re-processors; photocopying weighbridge data entries where applicable and maintaining specific folders
- Collation and archiving of receipts from Reuse sites
- Regular filing of paid sales and purchase invoices
- Archiving documents; maintenance of Archive Room in line with company's document retention policy
- Daily maintenance of the Outstanding Purchase Order database

Any other reasonable management requests.

### **Essential Qualities**

- Strong academic record to degree level
- Experience within an office environment - ideally in a role involving people services
- Experience of working within an finance or HR team
- Work on your own initiative with minimal supervision
- Take ownership of tasks
- Work effectively in a team
- Be a great communicator
- Positive attitude
- Desire to work take our company forward
- Excellent written and numerical skills
- High attention to detail
- High level of competence in IT tools including word, excel and web based products
- Discretion and confidentiality in relation to the sensitive personal information you will be handling

### **Desirable**

- Finance qualification (e.g. AAT)
- HR qualification (e.g. CIPD)
- Experience producing formal written documents (e.g. contracts, letters) and financial reports
- Experience of taking minutes at formal meetings