



# HR Co-ordinator

## Job Description

### **Who We're Looking For**

Reporting to the Senior HR Business Partner, this role is responsible for the provision of accurate, efficient support and co-ordination of activities to the HR Team. As part of this role, you'll ensure the smooth running of systems support within the HR team on the Applicant Tracking System (ATS), Employee Systems and those associated with SM&CR, as well as providing comprehensive HR support to the wider HR team and employees.

This role will provide co-ordination, compliance, and monitoring of SM&CR (Senior Managers and Certification Regime) processes, ensuring changes are noted and processed accurately and in a timely manner.

### **About Benchmark Capital**

Benchmark Capital powers financial advisers through insight and integrated tools, services and investment solutions that help them differentiate their client proposition.

Helping advisers to look after their clients is at the centre of everything we do. Our award-winning solutions support over 150 advice firms, with £17.1 billion of assets under advice<sup>1</sup>

With a technology-led ecosystem of regulatory, platform, and investment services, and our own financial planning business, our approach is guided by delivering safety and security for customers and focused on positive client outcomes.

We believe that first-class client service and integrated technology are essential components for long-term success. Our seamless, holistic approach works in harmony both to empower advisers and their clients and to generate tangible financial and competitive advantages.

We work with some of the most successful financial planning firms in the UK, bringing the power of technology to advice and wealth management

<sup>1</sup>As at 31.03.21

## **The base**

You'll be based at our Broadlands Business Campus near Horsham in West Sussex. It has high standards and international reputation, without being in the city: a big, countryside campus means life will feel a little different.

We support our offices by using cutting edge software and hardware and our spacious campus facilities mean there's a great working environment for the team. With an on-site restaurant, coffee shop and gym, our campus has much to offer. And commuters can relax on our dedicated regular shuttle bus to and from Horsham's main line train station.

We know that helping you balance personal and professional commitments is a big part of that, so we're open to flexible working. Many of our staff work flexibly in many different ways, including part-time. Please talk to us at interview about the flexibility you need.

## **What You'll Do**

- Manage and co-ordinate the recruitment process including job vacancies administration on the ATS, on the company careers page and other social media platforms that we utilise
- Ensure applications are uploaded within agreed timescales, communicated efficiently to the hiring manager and all resulting actions are co-ordinated and executed in a timely manner
- Maintain recruitment logs to ensure accurate and up to date information is available for the HR team, IT team and hiring managers.
- Responsible for the timely submission for Pre-Screening checks for new employees, ensuring communication with the screening agent for speedy resolution on any queries
- Carry out Right to Work checks and manage outcomes appropriately and in line with legislation
- Responsible for the preparation of contracts, offer packs and welcome emails for successful candidates
- Ensure all HR processes are managed and communicated in a timely and appropriate manner
- Responsible for collation and maintaining all staff information and evidence required on SM&CR database, including and not limited to: interview notes, screening checks, regulatory references, evidence of qualifications, competency assessments, annual declarations, training records, CPD logs, disciplinary records, conduct breaches
- Support the HR team in coordinating Employee Relations (ER) cases, responding to first line queries and providing support with other ad-hoc duties such as notetaking and exit interviews
- Liaise with payroll on new starters
- Monitor and provide regular updates to HR, Compliance and Business Heads regarding any issues and deliver all appropriate activity in support of SM&CR
- Processing regulated references liaising with Compliance as and when appropriate
- Co-ordination of fitness and proprietary assessments for all SMs and CPs
- Promotion and maintenance of HR Intranet page
- Annual review of policies and procedures to ensure they remain compliant and updated in

line with legislation

- Ensure all HR processes and changes are reviewed with a SM&CR lens to ensure correct application of the regulatory requirements for SMR or Certified Function staff

### **The Knowledge, Experience and Qualifications You Need**

- Minimum 2 years' experience in HR role
- CIPD Level 3 desirable
- Previous experience in implementation/maintenance of SM&CR requirements is desirable
- Strong analytical and problem-solving skills
- Excellent accuracy and attention to detail skills
- Excellent communication skills, including the ability to work with Senior Management
- Excellent verbal, written and numeracy skills
- Excellent organisational skills including ability to manage time and prioritise effectively
- Strong IT skills, skilled in using MS Word, Excel and experienced in working with HR or Compliance databases
- Able to work independently and on own initiative within specified guidelines or processes
- Able to work appropriately with confidential and sensitive information

### **What You'll Be Like**

- 'Can do' attitude
- Friendly and approachable attitude
- Pro-actively build strong relationships with others in the organisation
- High degree of tact and diplomacy
- Innovative, flexible and proactive approach
- Able to work individually and as part of a team
- Motivated and enjoys working in fast paced environment, against project deadlines

### **We're Looking for The Best, Whoever They Are**

Benchmark Capital is an equal opportunities employer. You're welcome here whatever your socio-economic background, race, sex, gender identity, sexual orientation, religious belief, age or disability.