



## FareShare

### Job Description - HR and Payroll Administrator

<b>Reporting to:</b>	HR Advisor
<b>Location:</b>	Deptford
<b>Hours:</b> hours)	<b>Fixed Term (6 Months with possible extension)</b> Full time (35
<b>Salary:</b>	£18,000 - £20,000 depending on experience

### About FareShare

This is a great opportunity to join a unique, award-winning organisation. At FareShare, we fight food poverty by tackling food waste. We source food that is surplus to requirements - from food retailers and manufacturers - and engage many volunteers to help redistribute this to local charities and community groups that provide meals to vulnerable people (individuals who are homeless, unemployed, socially isolated, recovering from addictions).

FareShare now operates 21 Regional Centres around the UK. The majority of these are run by local charitable organisations we call our Delivery Partners. This enables us to be a UK-wide organisation yet also think and behave with local concerns at the heart of our actions. We support over 7,000 local charities and groups - our Community Food Members. Over the past year 13,000 tonnes of food were redistributed by FareShare Regional Centres nationwide, feeding 500,000 people every week. We operate across 1,300 towns, cities and villages and we save UK charities and community groups more than £23 million each year.

Hunger is a growing issue in the UK and while there is surplus food that is otherwise going to waste, we believe that this food should be used to feed people first. Demand far outstrips supply.

FareShare is an equal opportunities employer



## FareShare's Strategy & Vision

**Vision:** We have the vision of a UK where “No good food goes to waste”.

**Mission:** To use surplus, fit for consumption, food to feed those who are vulnerable in the UK by supporting front line charitable organisations that tackle the cause and not just the symptoms of food poverty.

**Our Purpose:** We are doers. We are a community. We change lives.

**Our Values:**

- **Passion** - for our cause and the challenge that lies ahead
- **Ambition** - to go the extra mile and drive the change that must happen
- **Respect** - for ourselves, each other, our volunteers, our partners and our beneficiaries
- **Collaboration** - it's only by working with others that we can be stronger
- **Focus** - on providing the best service possible so that we deliver and achieve the most for our clients/customers.

## The role

This HR/Payroll focused role provides first line support to the HR team and colleagues across FareShare. Focused on delivering an outstanding service, the HR and Payroll Administrator plays a crucial part in ensuring all administrative HR and Payroll tasks are managed in an accurate and timely manner.

This role will be supporting the HR Manager, HR Advisor, and HR and Payroll Coordinator with a variety of tasks and will have the opportunity to get involved in projects if interested.

Ideally suited to someone who is pro-active, is confident working independently as well as within a team, and well organised and structured; this role offers a great opportunity to experience working in a busy and fast paced HR environment.

## Main areas of responsibility

### HR, Recruitment and Admin

- Support the HR team and hiring managers with Recruitment campaigns, providing an end to end recruitment service
- Advertising job vacancies internally and externally
- Manage Recruitment Inbox and escalate any queries where necessary
- Arrange and support new starter inductions
- Creating employee contacts and various employment letters
- Support managers with booking training for staff
- Ensure that all staff changes are documented and updated
- Liaise with managers to ensure compliance is achieved
- Ensure that all HR filing and archiving of leaver files is up-to-date
- Respond to tenancy and employment reference requests
- Act as the 1<sup>st</sup> point of contact for HR queries and escalate as appropriate

### Payroll

- Be the first point of contact for any Payroll Queries and changes, from Employees to external clients e.g. the benefits agency, the payroll provider, Child Support Agency (CSA), HMRC etc
- Manage pensions and calculating any ad hoc payments as and when required
- Monitor the payroll Inbox and provide timely and efficient advice to staff on all related matters, and escalate where necessary
- Collate the monthly payroll changes to be used by the external payroll provider
- Processing starters and leavers
- Process sickness records
- Payslip/P45/P60 to be sent out to previous employees and saved locally
- Adding starters and removing leavers from business accounts (Key Travel etc.)
- Calculating annual leave and generating holiday forms
- Responsible for arranging the employee life insurance (once a year, provider would need payroll information regular salary updates)

## Person Specification

### Experience

- You are someone with an interest/experience in HR admin/recruitment etc., with a good knowledge of processing payroll and liaising with payroll providers.
- Ideally you will have at least 6 months experience working within a Payroll function or some hands experience working with a payroll system. No CIPD qualifications are required but some HR admin experience is needed.
- You'll be pro-active, organised and able to work under pressure, whilst maintaining excellent attention to detail.
- You'll have strong knowledge of Microsoft Offices packages.
- You'll be great at building relationships across the business and providing a great level of service.

### Competencies and behaviours

- Excellent written and verbal communication
- Confident individual with a proactive attitude, with the ability to demonstrate initiative and motivation, but also be able to work closely with other team members/departments
- Exceptional interpersonal skills, demonstrating professionalism in all dealings
- Ability to manage assigned tasks in an efficient and timely manner
- Proven ability to deal with confidential matters discretely
- Must be able to multi-task and keep calm under pressure
- Excellent attention to detail
- Proven ability to provide a customer focused service
- Excellent, proven organisational skills

### Application process

If you would like to apply for this role please send a copy of your CV and a supporting statement showing how you meet the essential experience outlined in the person specification to [recruitment@fareshare.org.uk](mailto:recruitment@fareshare.org.uk)

Closing date for receipt of applications is Friday 15<sup>th</sup> November 2019 at midnight.