**SUPPORTING PEOPLE TO GROW IN CONFIDENCE AND TAKE GREATER CONTROL OF THEIR HEALTH**

You have a chance to be part of something amazing at Morelife, joining in our exciting mission to support the health and wellbeing of tens of thousands of adults and young people across the UK.

We deliver healthy lifestyle services and specialist weight management programmes for a number of local authorities. And we are growing, fast.

We know our programmes work and our goal is to ensure we reach out to as many people as we can to help them live healthier lives.

We are also passionate about developing our people with a strong support structure lead in a fun and fast paced environment.

Where do you fit in ? We are looking for a Finance & HR Governance Administrator to join our Central Team based in the Headingley Campus of Leeds Beckett University. The role will play a key part in the Finance & HR functions supporting our Central & regional operations.

**Job Description**

**Job title:** Finance and HR Governance Administrator

**Location:** Leeds

**Hours:** 37.5 hours per week

**Salary:** £19,000-£21,000 p.a. plus pension contribution 3% from MoreLife and 5% from employee.

**Reporting To:**  HR and Governance Manager

**Key Relationships:** Senior Management team; Managers and staff within MoreLife. External providers.

**Background information:**

MoreLife deliver integrated healthy lifestyle services which includes the following:

* An engagement team which will be central to supporting the whole of the MoreLife service
* Adult & child weight management services
* Physical activity for people with long term conditions and health walks
* Smoking cessation interventions and campaigns
* NHS Health Checks (Outreach)
* Training & Awareness raising including MECC
* Public Health Campaigns and Events

**Job purpose:**

The role supports the Finance and HR & Governance Managers in an administrative capacity and supports the smooth running of the central office.

**Key responsibilities:**

Responsible for day to day Finance, HR Governance and supports the general office administration. To support continuous improvement activities.

**Person Specification – Finance and HR Governance Administrator role**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| Qualifications and permits | Computer literate and proficient in use of MS Microsoft (Outlook, Word, PowerPoint & Excel)  Finance database experience.  Valid Clear DBS  Full driving licence | AAT/CIPD or working towards  CIPD Level 3 or working towards  Navision experience  Visio experience | Application FormInterview |
| Experience | **HR Governance**  Providing admin support for HR processes to include new starters; contractual changes and leavers to meet regulatory requirements.  Ensuring all staff records are kept up to date, and that Payroll is advised of changes.  Supporting updates to company policies and staff handbook.  Arranging Team and Board meetings.  Responsible for Minute taking of Central team meetings. Supporting with collation and reminders of actions from Board meetings.  Supporting with SMT board pack collation, Management reporting.  Updating organisation charts.  **Finance**  Using a Finance database  Recording purchase invoices on the Finance system  Checking and recording staff expenses the Finance system  Reconcile petty cash on a monthly basis and record on the Finance system  Monitor HR and Finance in boxes.  Electronically file HR and Finance documentation in the appropriate way to include archiving.  Contribute ideas and suggestions to enhance HR Governance and Finance service delivery  Contribute to ad-hoc HR and Finance Projects as required |  | CV  Interview |
| **Other Requirements** | Strong interpersonal/customer service skills  Ability to communicate effectively both orally and in writing  Ability to work under own initiative and independently  Ability to work to deadlines and on occasion under pressure  Ability to take direction and work as part of a team  Ability to work in partnership and liaise with other professionals  Methodical approach, with good attention to detail.  Takes responsibility for own work |  | Interview  CV |
| **Special Attributes** | Ability to work flexibly according to the needs of the service with occasional travel to other offices within the UK |  | Interview |
| **Skills** | Able to use judgement to know when to ask for help and guidance  Resilient and able to work in an organisation that is undergoing change due to development and growth  Appreciates and understands the need for confidentiality in dealing with all HR Governance and Finance information  Understanding of HR and Finance legislation and processes  Ability to maintain a positive attitude to Health and Safety in carrying out duties with special emphasis on the environment and safety of the individuals within MoreLife.  Post holders must at all times carry out their responsibilities with due regard to the Company’s equality and diversity policy.  The postholder will also need to be aware of and committed to the vision, policies and practices of the organisation by which they are employed. |  | Interview |