

HR Assistant

Full Time / Dundee

The Opportunity

We are continually striving to improve on the provision of an excellent service to staff within our growing practice across all offices and this role will be to assist the HR and Training Manager in all aspects of HR.

About us

We are:

- One of the largest independent accountancy and business advisory practices in Scotland, with long established connections in Tayside and Fife.
- Members of the Kreston International network, allowing us to provide national and international services to our clients.

We have:

- Over 100 members of staff and 15 partners, working from our 4 offices in Cupar, Dundee, Forfar and Glenrothes.

We offer:

- Support and training to allow you the opportunity to develop and progress your technical and personal skills within our growing practice.
- Excellent working conditions, including a 35 hour working week.
- Very attractive salary and benefits package (based on qualifications and experience).

The Role

- Assist in the provision of general HR advice, support and guidance to partners, managers and employees (including absence management, performance management, maternity/paternity/adoption/parental leave and disciplinary issues).
- Provide advice and guidance on policies, procedures and legislation to all staff and promote best practice to managers.
- Drafting letters and documents as required (e.g. offer letters, absence management, disciplinary & grievance, performance management, maternity leave, employment contracts).
- Support the Firms' end to end recruitment activities and provide assistance, advice and guidance regarding the preparation/revision of job descriptions and person specifications.
- Provide advice regarding recruitment and selection procedures to partners/managers and work closely with them to draft adverts. Responsible for advertising posts (external/internal), sifting applications and preparing shortlists.
- Administering starters and leavers and liaising with Payroll.
- Preparing and delivering staff inductions and follow up on any new start information.
- Benefit administration.
- Updating and maintaining employee data within all systems, ensuring information is accurate and relevant in accordance with GDPR.
- Policy review and development.
- Appraisal – assist in tracking completion.
- Assist in maintaining log of all trainees, recording of progress, qualifications etc.

The Candidate

Essential:

- CIPD Level 5 Intermediate Certificate or Diploma in HR Management (or equivalent).
- Up-to-date knowledge and understanding of employment legislation and best practice.
- Experience of working in an HR environment.
- Experience of providing HR advice.
- Experience of contributing to the development of policies and procedures.
- Proven practical experience of working within a HR role.
- Strong administration skills and knowledge of MS Office.
- Well-developed analytical skills.
- Excellent oral and written communication skills.
- Ability to work as part of a team and work unsupervised.
- Ability to manage time and prioritise work effectively.
- Ability to work under pressure and to deadlines.
- Ability to collate, organise and prepare reports.
- Full, current driving licence.
- Access to a vehicle.
- Associate membership of CIPD.

Desirable:

- CIPD Level 7 Advanced Diploma in HR Management (or equivalent).
- 3 – 5 years practical experience of HR related work.
- Chartered membership of CIPD.

To apply

Please [click here](#) to apply.

A full job description is available on request by emailing recruit@eqaccountants.co.uk