

HR Manager

40 hours per week. Permanent contract

Department:	Central Services	Level:	Leadership-2
Reporting to:	Deputy Chief Executive	Location:	Holderness House, LONDON, EC2A 4DW

Job Description

Purpose of the Post

You are the focal point for HR support, organisational planning and recruitment. You provide HR advice and support to the Trustees, Senior Leadership Team (SLT) and all line managers in our charities. You ensure that we have appropriate policies, comply with legislation, recruit the right people, manage them well, and provide opportunity for continuous professional development. This in turn leads to a pleasant working environment for all staff.

Principal Responsibilities

Support to the Trustees and SLT

- Provide regular management information to the SLT, particularly in respect of recruitment, discipline, reward and areas of HR risk (or potential risk).
- Prepare management information reports, including: the trustees' Human Resources and Remuneration Committee report, reward reporting, diversity statistics, exit interviews, and training reports.
- Keep abreast of HR legislation and advise how to keep the charities compliant.
- Advise the SLT on organisational structure and design.
- Create reports and presentations on HR metrics (e.g. turnover rates) as required.

Advice to Line Managers

- Act as the first point of contact for HR-related queries from employees and external partners, engaging with specialist advisers as appropriate.
- Ensure that we support our employees while conforming to relevant laws. A key requirement associated with this is to maintain good relations with line managers and with key stakeholders in supported organisations, providing them with timely advice, guidance and support.
- Support employees to follow best practices and company policies.

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Holderness House, 51-61 Clifton Street, London EC2A 4DW. [acctuk.org](https://www.acctuk.org)

Registered charity in England, Wales and Northern Ireland (305962) and in Scotland (SC039057)

Recruitment

- Manage the recruitment process.
- Provide job candidates by identifying, screening and testing applicants; obtaining temporary staff from agencies.
- Act as the Vetting Records Officer, directly responsible for administering applications to the Disclosure & Barring System.
- Prepare HR documents including employment contracts, letters of variation, new hire guides etc.
- Induct new employees by providing onboarding information in conjunction with the line manager; explaining company policies in collaboration with the Office Manager; gathering payroll information; explaining and obtaining signatures for any employee programmes.

Organisational Development & Culture

- Align recruitment, onboarding and management processes with the charities' core values.
- Monitor and influence the culture of the charities to ensure we remain friendly, professional workplaces where people enjoy their work.
- Monitor stress indicators (team absence levels, sickness, turnover, complaints etc) and provide advice on areas that appear to be under or over capacity.
- Manage annual appraisal reporting.
- Process employees' requests and provide relevant information (including personal development requests).
- Manage the apprenticeship schemes including employment, provision of training, identifying, briefing and supporting an appropriate line manager.

Compliance

- Produce and maintain the Employee Handbook.
- Ensure internal HR-related policies comply with relevant legislation.
- Assist in the payment of employees by providing relevant data, such as leaves of absence, sick days and work schedules; checking pay calculation; carrying out monthly payroll checks; maintaining records; keeping track of payroll deductions.
- Manage HR-related complaints, disciplinary and appeal processes and procedures.
- Maintain human resources records by recording new hires, transfers, terminations, changes in job classifications and tracking holiday, sick, and discretionary leave and any other legally required information.
- Document human resources actions by completing forms, reports, logs, and records.
- Manage the HR Toolkit system adding new users, delegate and edit individual manager's access rights.

General

- Coordinate HR projects, meetings and training seminars.
- Update own job knowledge by participating in educational opportunities; reading professional publications.
- Maintain relationships with partner organisations, including our third party HR advice service.
- Line manage the HR Assistant.
- Any other appropriate task as directed by you line manager.

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	<ul style="list-style-type: none"> ▪ Associate Member of the CIPD ▪ Evidence of continuing personal and professional development 	<ul style="list-style-type: none"> ▪ CIPD Level 5 	Application, interview, certificates
Experience and Knowledge	<ul style="list-style-type: none"> ▪ Sound experience in an operational HR role ▪ Knowledge of HR legislation 	<ul style="list-style-type: none"> ▪ Hands on experience with HR software 	Application, interview, references
Skills and Ability	<ul style="list-style-type: none"> ▪ Information gathering and analysis skills ▪ Excellent written and verbal communication skills, especially policy drafting and report writing ▪ Discretion and confidentiality 	<ul style="list-style-type: none"> ▪ Aware of the latest HR technology and applications 	Application, interview, references