

STEWARTS

JOB DESCRIPTION

Job title:	HR Administrator
Reporting to:	HR Manager
Department:	HR
Purpose of role:	The HR Administrator will work closely with the HR team to provide proactive HR support. They will be the first point of contact for their fee-earning and business service client groups and therefore will be an ambassador for the firm.
Hours:	Permanent, Full Time
Reviewed:	August 2026

Job responsibilities:

- Act as the first point of contact for assigned client groups on routine HR-related queries.
- Manage the HR mailbox, responding to queries and directing matters to the appropriate member of the HR team where required.
- Support the Chief People Officer with diary management, including arranging meetings, issuing reminders and assisting with meeting preparation.
- Provide administrative support to the HR team, including filing, processing expenses, arranging meetings, responding to routine queries. preparing correspondence, notes, reports, forms, meeting minutes, spreadsheets, presentations and other documentation.

Onboarding and Employee Lifecycle

- Coordinate all aspects of the pre-employment and onboarding process, including preparing contracts of employment and managing background screening checks.
- Deliver HR inductions for new joiners.
- Coordinate probation review administration, ensuring managers complete reviews within required timescales.
- Support the administration of family leave and other employee lifecycle processes.
- Manage the leavers process, including preparing leaver documentation, calculating annual leave entitlements and arranging exit interviews.

HR Administration and Compliance

- Prepare HR documentation and correspondence, including probation, flexible working, family leave and employment reference letters.
- Maintain and update employee information and records across HR systems, including Cezanne, payroll, pension and K2.

- Support compliance activities, including right to work checks, GDPR requirements and employee file audits.
- Record employee absences, maintain fit note records and raise any concerns with the appropriate member of the HR team.
- Support payroll processes by providing accurate employee information within required timescales.
- Administer employee benefits, including private medical and dental insurance arrangements.

Reporting and Projects

- Support annual HR processes, including the Performance Snapshots cycle and salary review and bonus administration.
- Produce regular HR reports and support the preparation of management information.
- Maintain and update HR content on the firm's intranet.
- Continually develop HR knowledge and share learning, best practice and relevant industry updates with colleagues.
- Support HR projects and undertake additional duties as required.

General skills:

- Well organised, proactive, uses initiative, prioritises appropriately, shows strong attention to detail and meets deadlines.
- Use own initiative to make appropriate decisions on behalf of others when required.
- Demonstrates excellent communication and interpersonal skills (respectful, positive, articulate, professional and sympathetic).
- Delivers HR services with a "can do" and when necessary a "hands on" approach.
- Shows commitment, passion and enthusiasm.
- Is a respectful, reliable and a supportive team player.
- Reflects the firm's culture and represents the firm appropriately.