



<b>JOB DESCRIPTION</b>			
<b>JOB TITLE:</b>	ASSISTANT MANAGER HUMAN RESOURCES	<b>REF NO:</b>	
<b>REPORTS TO:</b> (Job Title)	HEAD HUMAN RESOURCES (UK REGION)	<b>START DATE:</b>	2012
<b>DEPARTMENT:</b>	HUMAN RESOURCES	<b>DIVISION:</b>	REGIONAL

<b>1</b>	<b>JOB ROLE</b>
	Generalist HR activities like pay & benefits, Performance management and recruitment, Training and Development, Employment Relations.
<b>2</b>	<b>JOB RESPONSIBILITY</b>
	<ul style="list-style-type: none"><li>To be responsible for coordinating all HR activities in the organization like Payroll &amp; Benefits, recruitment, training and development. Ensure activities meet with and integrate with organizational requirements for quality management, health and safety, legal stipulations, and general duty of care.</li></ul>
<b>3</b>	<b>JOB TASKS</b>



**Training:**

- Plan, develop and implement strategy for staff training and development, establish and maintain appropriate systems for measuring necessary aspects of staff training and development
- Manage and control departmental expenditure within agreed budgets
- Liaise with other functional/departmental managers so as to understand all necessary aspects and needs of staff training and development, and to ensure they are fully informed of staff training and development objectives, purposes and achievements
- Coordinate and Organize training programs

**Generalist Activities:**

- Effective case management of staff related issues such as: disciplinaries, performance management, employment tribunals, grievance and absence management
- Developing effective relationships with the business to promote good employee relations across the organisation
- Monitoring trends in employment practices and advising on appropriate proactive action
- Providing advice and guidance on disciplinary and welfare cases, capability, grievance, and coaching managers where appropriate.
- Conduct Exit Interviews
- To create policies and procedures in accordance to the statutory norms and bank's requirements.

**Payroll:**

- Process and monitor all staffing changes including starters, secondments, transfers, leavers and other amendments to salaries and employee data in compliance with policy and payroll requirements.
- Calculation and recording of sickness, maternity and paternity payments both statutory and occupational.
- The checking/processing/authorising of travel and expenses claims in accordance with bank's policy and statutory legislation.
- The processing of relevant Inland Revenue forms including P45, P46 etc.
- Advise employees and managers on payroll issues as first point of contact for enquiries.
- Understanding Tax and Benefits. Flexipay Benefits
- Understanding Expatriate Remuneration and P11D Benefits.
- Assisting as required with all routine administrative/clerical duties of the section.

**HRIS:**

- Maintaining HR information system records and compiling reports.
- Process Mapping on the systems

In addition to the above there can be other duties requested of the candidate depending on the business needs



4	<b>SKILLS</b>
	<ul style="list-style-type: none"><li>• Attention to detail and error free data handling</li><li>• Ability to be an excellent team player and to meet strict deadlines.</li><li>• Advanced Excel skills and computer skills</li><li>• Hardworking, Diligent and Flexible</li><li>• Excellent communication</li><li>• Customer Orientation skills</li></ul> <p>Graduate in any discipline with preferably CIPD qualifications and local work experience.</p>
5	<b>OTHERS</b>