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**ROLE: HR Adviser REPORTS TO: Managing Director, HR**

**BACKGROUND**

Kingswood Holdings Limited (trading as Kingswood) is an AIM-listed integrated wealth management group, with more than 16,000 active clients and c. £6 billion of Assets under Management. It has a growing network of offices across the UK as well as offices in New York and Johannesburg. Clients range from private individuals to some of the UK’s largest universities. The Group’s vision is to become a leading global provider of trusted wealth planning and investment management solutions to clients, underpinned by investment in people and innovation in technology to support our advisers and clients.

The firm now needs to hire a hardworking, enthusiastic and ambitious HR Adviser to join its expanding Human Resources team and help build a robust platform for the future growth of the firm.

## SUMMARY OF ROLE

This is a crucial role within a small HR function in an entrepreneurial, fast changing company. A very varied role supporting the Managing Director, HR and the HR Manager in the development and growth of the HR function within the company. You will provide support to managers across the company in all matters relating to HR and the employee lifecycle including terms and conditions, absence, performance management and comp and benefits.

This is a great opportunity for an experienced and motivated HR Adviser from a Financial Services background. This is a hands-on role in a company going through a significant period of growth.

**RESPONSIBILITIES**

**Key tasks:**

* Provide company-wide information by interpreting people data and analysing figures on staff turnover etc;
* Assist the Talent Acquisition Manager as and when required with such tasks as:
  + - Advertising job openings on careers pages, job boards (Reed) and social networks (e.g. LinkedIn)
    - Refreshing all adverts regularly to maximise response rates
    - Instigating Experian pre-employment checks and responding to any queries from Experian. Saving final Experian reports to employee files
    - Liaise with candidates, agencies and line managers to arrange interviews via Zoom or face to face.
    - Arrange testing for candidates e.g. numerical/clerical checking via SHL where required
    - Updating and distributing weekly starters/leavers and recruitment report
* Assist with the monthly payroll process including the management of the Company pension scheme and benefits (currently outsourced)
* Under the guidance of the HR Manager, give counsel and assist in employee relations issues such as grievance and disciplinary cases with professionalism and escalate complex cases;
* Assist with the annual salary review process including external benchmarking;
* Prepare Board Reports for both the subsidiary boards and main holdings board as well as papers for the Executive Committee and Management Meetings;
* Update and review HR policies, procedures and guidelines;
* Champion a performance culture and continuously review productivity and employee development making recommendations for improvements;
* Assist with setting up learning and development plans ensuring they are within the relevant budget;
* Ensure legal compliance is met in all HR activities;
* Manage the on-boarding and induction processes for all new staff;
* Support the business through periods of change providing consistent advice and guidance;
* Provide advice and guidance to managers on handling sickness absence, long term absence and performance management assisting the HR Manager with the timely delivery of letters and documents to the colleagues;
* Working alongside Compliance in projects such as SM&CR;
* Assist with the Kingswood Academy;
* Research and implement new initiatives to enhance the offering to employees and help make Kingswood an employer of choice;
* Carry out exit interviews for all leavers and analyse data, escalating any concerns and reporting on any trends;
* Manage the updating and publishing of the Company Organisational charts.
* Assist the L&D Manager with the smooth running of workshops and induction sessions.
* Support business adoption of new learning and development initiatives.

Interested applicants, please send your CV to: [Linda.Tottem@Kingswood-group.com](mailto:Linda.Tottem@Kingswood-group.com)