

HR Officer – 12 Month FTC

About Us

Handelsbanken Wealth & Asset Management is a wholly-owned subsidiary of the Handelsbanken Group and is responsible for all wealth and investment management activities of the Group in the UK. Founded in Sweden, Handelsbanken is one of the world's strongest banks and offers local relationship banking, advice and investment management to personal and corporate customers through its fast-growing network across the UK. For over 30 years we have been relied on by our customers, including business leaders and sophisticated financial professionals, to advise them and to manage their wealth. We focus on one objective – customer satisfaction – since a satisfied customer will be happy to both return and to recommend us.

This is an opportunity to join a successful and fast-growing national organisation with the added benefit of being part of a significant multinational group.

Handelsbanken Group are deeply committed to embedding good equality and diversity practice into all of our activities so that Handelsbanken Wealth & Asset Management is an inclusive, welcoming and inspiring place to work, regardless of age, disability, pregnancy and/or parental status, ethnicity, religion, sex, gender reassignment or sexual orientation.

We encourage and welcome applications from across the global community and all appointments are made solely on merit.

Salary & Benefits

- Competitive market rates
- Group personal pension scheme & 25 days holiday

Our Role

The HR team at Handelsbanken Wealth and Asset Management are looking for an HR Officer to support the team for a 12 month FTC with a broad range of recruitment, systems processes and generalist HR support.

Main Responsibilities

- Maintenance of HR systems – iTrent, My Development and USID
- First point of contact for employees with general HR queries – ability to respond independently and escalate where required
- Assist business with Employee Relation matters
- Responsibility for soft copy filing in line with GDPR, including maintenance of employee files
- Coordination of yearly self-assessment for audit purposes
- Coordination of recruitment including:
 - Identify talent using direct recruitment practices and advertising
 - Shortlisting of candidates and communication with managers
 - Arrange interviews and debriefs in line with recruitment procedure
 - Ensure candidate information maintained in line with D&I processes
- Completion of yearly/quarterly HR monitoring and audit of:
 - Assignments outside the Bank
 - 2 week annual leave
 - Disaster Recovery
 - Mandatory Training
 - Driving for Work
 - Fit and Proper checks
 - Probation reviews
 - Right to work audit

- Conduct Rule Breaches/Training
- Support with annual Competency Mapping process
- Preparation and coordination of new employee documentation including: offer letters, referencing, starter packs and probation documents
- On boarding of new employees
- Collation and production of monthly payroll information such as;
 - The coordination of payroll evidence
 - New starters process on HR system
 - Production of reports from systems such as MyDevelopment and iTrent
- Production of monthly MI, Headcount and management information

Person Specification

Skills

- Experience working in HR and sound understanding of HR practice and key issues
- Excel Skills – Intermediate with experience in manipulating data sheets and reporting
- Word Skills – Intermediate
- HR systems experience

Interpersonal Skills

- Strong attention to detail and accuracy
- Strong written and verbal communication skills
- Self-confidence and self-motivation
- Good problem-solving and decision-making abilities
- Time management
- Ability to maintain confidentiality

Contact

Please send your CV and covering letter to careers.hwam@handelsbanken.co.uk