

Job Description: HR and Finance Administrator

Tollring is a market leading software developer providing data visualisation and business intelligence tools that help manage, understand and control a wide array of communications information, resources and assets.

With offices in the UK, the USA, India and Australia, Tollring specialises in business communications analytics, call recording solutions, telecoms expense management and fraud management systems. Our innovative solutions are developed in-house and distributed via an extensive channel partner network to over 17,000 businesses globally.

The company is growing year-on-year and is currently at a very exciting stage of development. Tollring values its staff, offering career development opportunities to those that are successful.

Duties of the role

The HR and Finance Administrator is responsible for ensuring that the overall administration, coordination, and evaluation of human resources plans and programmes are realised.

Job responsibilities include:

- Working across departments to understand and fulfil HR/Finance requirements across the business
- Maintaining department records and reports

Finance-specific responsibilities

- Ensuring new invoices are raised from sales orders
- Raising the monthly product support invoices
- Checking and posting purchase invoices
- Preparing invoices for payment
- Updating the CRM when invoices are raised and paid by customers
- Requesting staff receipts for credit card expenditure
- Maintenance of employee holiday and sickness records

HR-specific responsibilities

- Maintaining and administering the HR online portal
- Ensuring every role in the business has a job description
- Working with Directors to implement company-wide personnel initiatives
- Helping managers across the business to understand when reviews should be undertaken and collating notes following reviews
- Administering annual surveys for employee feedback, the company benefits portal Perkbox and LinkedIn Learning for individual training
- Working closely with our training specialist to refine and maintain Tollring Academy induction training programmes
- Developing, revising, and updating personnel policies and procedures
- Maintaining and revising the company's handbook on policies and procedures
- Overseeing recruitment efforts for all personnel, including writing and placing job ads and reviewing initial CVs received
- Maintaining company directory and other organisational charts



- Working with the marketing team to deliver the overall internal communications strategy
- Ensuring legal compliance in the maintenance of personnel records and management of HR processes

Requirements of the role

- Minimum 2 years' experience in an HR or Finance role
- Commercial awareness and integrity
- Strong attention to detail and ability to work autonomously
- Strong communication and organisational skills
- Personable, decisive, adaptable, presentable and articulate

Additional information

- 20 days holiday increasing every year up to a maximum of 25 days
- Company pension scheme

How to Apply

Please send a covering letter, together with your CV, to marketing@tollring.com.

The closing date is 1st March 2019.