

Key information	
Job title	HR Data Administrator
Department:	Human Resources
Reports to:	Senior Reward & Wellbeing Manager
Hours:	9.30am to 5.30pm (flexibility will be required)

Why Forsters?

We are renowned for our private wealth and real estate focus, together with our strong corporate and commercial and dispute resolution teams. We work alongside individuals, families and businesses across a wide range of complex matters and situations.

What makes us different is how we build closer connections with our clients to deliver exceptional results. We do it through creating genuine relationships, a sharp focus on what matters to them and the flexibility to adapt our advice to their situation.

When you come through our door, you'll notice how genuinely open, friendly and authentic people are. We work well together because we have fun together. We take your happiness and wellbeing seriously. Here, you are free to express yourself and be the best you can be.

Delivering exceptional results takes on a different meaning at Forsters. For us, it's about being more closely connected to clients, each other and our communities. It's what drives us, them and you forward.

Forsters: Closer connections. Exceptional results.



Job Summary

- ✔ HR Data Administrator on a permanent full-time basis.
 - ✔ This role will support the Senior Reward & Wellbeing Manager in the daily administration of the firm's benefits and wellbeing programmes. The individual will serve as the first point of contact for all system-related queries within the team, specifically those involving Cascade and Objective Manager, and will produce basic reports for the Advisory team on an ad hoc basis.
 - ✔ The scope of this role includes all administrative aspects of data input, systems reporting, and benefits administration as well as responding to benefits-related queries
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Main duties and responsibilities

- ✔ Headcount reporting- regular headcount reports and other light data tasks.
 - ✔ Responding to benefits queries or escalating where appropriate.
 - ✔ Reconcile annual leave records with timesheets, flag discrepancies, and liaise with Finance to ensure necessary adjustments are made.
 - ✔ Generate Cascade reports for monthly FE sickness, other absence and annual leave.
 - ✔ Benefits Administration- support the administration of the wellbeing fund, yoga sessions, and invoice coding (e.g., gym memberships, eye tests, insurance).
 - ✔ Benefits Communication- assist with promoting upcoming benefits events such as presentations, pension sessions, and grief circles. This includes coordinating room bookings, uploading details to the intranet, and setting up meetings.
 - ✔ Assisting with ad hoc project work and events as required.
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What is the environment?

You'll be in an environment of happiness, collaboration and flexibility. We take our work seriously, being happy and having fun is an integral part of that. We work both in and out of our office in Marylebone depending on what's best for our clients, our colleagues, our business and our professional growth.

Skills and attributes required:

- ✔ Strong interpersonal skills as well as excellent oral and written communication and effective influencing and team working skills.
 - ✔ Excellent administration, organisational and prioritisation skills with the ability to manage time efficiently.
 - ✔ Previous experience of complex diary management (including managing multiple calendars), coordination and scheduling events is essential.
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- ✔ PC literate with strong systems skills. Proven experience working at an intermediate level with MS Office including PowerPoint. Excel skills including Pivot Tables and V-Lookups are desirable but not essential.
- ✔ Motivated and pro-active with a 'can-do' approach. Energetic and enthusiastic with high professional standards.
- ✔ Strong interpersonal skills with the ability to build effective relationships and communicate confidently with people at all levels across the organisation.
- ✔ Team-oriented working collaboratively within a small, fast-paced, and high-performing team environment.
- ✔ Calm and professional under pressure.
- ✔ Engaged and proactive showing a genuine interest in the role and takes ownership of tasks and outcomes.
- ✔ Discreet and confidential in all your dealings, handling sensitive information with the highest level of confidentiality and professionalism.
- ✔ Flexible and adaptable about time and duties. Comfortable managing changing priorities, working to tight deadlines, and supporting a busy workload.
- ✔ Curiosity in developing a deep understanding of internal client groups across business services and the fee earning departments.
- ✔ Detail focussed, maintaining meticulous attention to detail and accuracy while balancing priorities and time sensitive tasks.
- ✔ Strong understanding of HR processes, data management and reporting.
- ✔ Strong numerical and analytical skills desirable.

Equal Opportunities

- ✔ Forsters LLP is an equal opportunities employer and is committed to ensuring an inclusive and accessible hiring experience for everyone.
- ✔ We strive to attract and encourage applications from all candidates regardless of their gender, age, race, nationality, marital status, disability, sex, sexual orientation or religious beliefs.
- ✔ If you require any support or adjustments in the application or hiring process, please let us know.

www.forsters.co.uk

