

HR Associate Job Specification



Are you a highly motivated individual with an entrepreneurial spirit seeking a unique and exciting opportunity within Human Resources? We are seeking an HR Associate to join our busy team.

The ideal candidate would be degree educated (minimum 2:1 preferred) and possess a minimum of two years' HR experience, ideally gained within a financial services environment. They will be experienced in day-to-day HR processes and procedures, including but not limited to payroll, employee welfare, administration of staff benefits and the onboarding of new joiners. The successful candidate will also be involved in regulatory projects such as SMCR and help uphold the company's culture and values.

The ability to interact with staff (at all levels) in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Expert written and verbal communication skills, strong decision-making ability and attention to detail are equally important. You will report to the Head of HR on a day-to-day basis.

About MASECO Private Wealth

MASECO Private Wealth offers a holistic wealth management approach in developing and implementing tax efficient global wealth and asset management strategies for US persons who are non-domiciled in the UK. With more than a decade of experience in providing cross-border US Wealth Management services, MASECO employs leading global investment strategies and solutions that are both tax efficient and compliant.

Our Values

MASECO Private Wealth was founded in 2008 in the wake of the non-domicile tax rules being introduced in the UK. The Partners had previously developed the US/UK private client desk within a large Private Bank in London. They realised that as a result of these legislative changes, a different approach would be required to service the needs of US citizens living in the UK. The alternative structure needed to remain not only tax-efficient and cost effective for American individuals living in the UK but would also need to be built upon global best practices. Just over 13 years later, MASECO oversees over \$2.4 billion in assets.

MASECO is proud to be the UK's first financial services B Corporation member. B Corp is an alternative vision of the role of business in society. It is an assertion that businesses can benefit shareholders whilst also solving social and environmental problems. We want to influence the way investing and charitable giving are viewed in both the financial and wider communities, and to promote the standards of accountability that being a B Corp member represents. www.bcorporation.net

Authenticity



Teamwork



Pursuit of Excellence



Empathy



Mastery



What we do

MASECO develops and implements global, tax-efficient wealth strategies for families, trusts and foundations based in the UK, USA and internationally. Our aim is to deliver expert advice, designed to simplify and tackle the complexities associated with cross-border wealth management. We deliver comprehensive wealth management and investment advice to clients based on trust and open communication. Our mission is to guide families with cross-border economic interests to a meaningful financial future. MASECO's Wealth Management equation provides a framework for the delivery of a systematic wealth management offering.

Specific duties and responsibilities include:

- Act as a first point of contact for all HR related queries.
- Management of all employee benefits – leave, pension, Private Medical Insurance, eye test etc.
- Update and maintain accurate HR information, maintain all staff files, ensuring all paperwork is filed in a clear and timely manner.
- Run monthly and year-end payroll process for all employees and Partners and provide support to the Head of Finance with compensation queries when required.
- Assist with annual compensation review, including comparison against industry benchmarks.
- Design and deliver monthly employee Wellbeing initiatives working with the Culture Committee and BCorp Team.
- Lead initiatives to administer and measure employee engagement.
- Drafting of official documentation such as probation letters, Contracts of Employment, employment references etc.
- Onboard new starters - liaising with the new starter to ensure background checking is completed, the induction program is arranged and the buddy in place.
- Offboarding leavers - calculating outstanding annual leave pay, and deductions to be taken from final salary, conducting exit interviews and relaying feedback.
- Support staff training initiatives and requests, organising exams, ordering training materials and ensuring training approval requests have been correctly authorised.
- Co-ordinate annual appraisal process.
- Update the HR information on the HR intranet, adding new policies and procedures when required.
- Assist with ad-hoc projects and tasks.

Skills and specifications for the role:

- Experience running payroll is essential.
- Proficiency with MS Office Suite; particularly Excel.
- Minimum of 2 years' generalist experience in HR;
- Excellent interpersonal and communications skills, able to listen and converse well on all levels.
- Excellent attention to detail.

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- Efficient time management skills to plan workload and prioritise accordingly;
- Positive, can-do attitude
- Deploy assertiveness skills and use initiative when appropriate;
- Tactful, trustworthy, diplomatic and able to maintain confidentiality;
- Ability to work individually and run self-directed projects, often under pressure to meet project deadlines;
- Hold values that are in line with our own and that will help reinforce and strengthen our culture.
- Knowledge of working in the Financial Services industry would be advantageous.
- Experience working for a smaller organisation is preferable.

Education and qualification requirements:

- Degree educated, minimum 2:1 preferred;

Application Process

There is no closing date for applications. Please submit your CV with a covering letter to: helen.fowler@masecopw.com.

Data Protection Notice

MASECO LLP is dedicated to protecting the confidentiality and privacy of personal data entrusted to us. We comply with all relevant data protection laws, including the EU General Data Protection Regulation (GDPR). Please read the notice below in conjunction with the firm's Data Protection Policy which can be found on our website.

Legitimate Interest

In providing us with your CV you agree that we will use the personal data within that document for the purposes of assessing your suitability as a candidate for the specified role and, accordingly, we have a legitimate interest in such data. The personal data we use includes:

- Your name and personal details (including contact information, such as your primary and other residential
- address; your email address; your personal mobile telephone number or landline; your unique tax identifier
- (such as your National Insurance number); your driving licence and/or passport details;
- Your date of birth and/or age;
- Financial details, such as your current salary;
- Education and employment details.

Consent

By providing us with:

- your personal data, you consent to our using that personal data to perform checks with credit

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reference or fraud prevention agencies which may include obtaining information on you from other sources, such as the electoral roll, court records of debt judgments and bankruptcies and other publicly available sources as well as information obtained through social and other media, such as LinkedIn; and

- any sensitive personal data (such as your racial or ethnic origin or data concerning your physical or mental health or gender orientation), you are agreeing to our processing of that data for the purposes of assessing your suitability as a candidate for the specified role.

Retention

If you are not successful as a candidate for the particular role for which you apply, we will typically retain your personal data and other information you have provided to us or we have obtained about you in the course of the job application process for a period of up to 12 months from the date on which the job vacancy has been filled. If you would prefer that we remove your information from our records prior to this date, please contact us, however, we will continue to hold any information which we are required to retain under applicable laws and regulations. Should we wish to hold information about you, including personal data, for a longer period of time, we will seek your consent.

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