



hentons

HR Manager

Candidate Brief

About Hentons

At Hentons we have over 40 years of experience and pride ourselves on understanding our clients, their businesses, and the issues they face no matter how big or small.

We are a multi award winning, top 100 National Chartered Accountancy & Business Advisory firm with national expertise, but our local knowledge means we can offer a bespoke, personalised service tailored to our client's needs.

Our national presence is underpinned by our strong Yorkshire roots. We have seven UK offices in Leeds, Sheffield, Doncaster, York, Hertford, London & Thirsk. Each of our offices offer a full range of business and advisory services.

Our clients' needs are the focus of everything we do and we know each client is unique and special with a range of different opportunities and challenges.



Key Information

- Ranked in the top '50+50 Accountancy Firms' by Accountancy Age
- Team of 150 & growing
- Partner/Leadership Team of 16
- Head Office in Leeds
- 6 other UK offices from Yorkshire to Central London
- Fee income of c£12m

Accreditations



Our why

Our clients' success is all that matters.

Through exceptional service, proactivity, and the strength of our people, we will find the best solution.

Combining the benefits of local and national connections, we will seek out new opportunities.

Taking a personal approach to every client, we will be there to listen, respond, and deliver, whenever you need us.



About the role

Role profile

Job Title: HR Manager
Department: Operations
Location: Leeds
Reports to: Managing Director
Term: Permanent
Salary: £40-50k per annum plus benefits

Role Overview

The role is a national role covering 7 UK offices and assisting with one overseas office.

The HR Manager will support the business in delivering people-related policies and procedures, in line with the company vision and strategy.

You will ensure that all human resources procedures and processes are adhered to by team members and with the support of a HR Assistant and L&D Manager, be a driving force in recruitment and retention of staff and will keep top of all operational and administrative tasks in a timely manner.



About the role

Duties & responsibilities

- Developing and leading the execution of the HR strategy for the business.
- Provide analysis on people metrics.
- Prepare board meeting packs as requested.
- Be a driving force in the recruitment process, including oversight of interviews, monitoring of all vacancies and incoming CVs.
- Assist in the onboarding of new starters.
- Oversight of the L&D cycle, including statutory and bespoke training.
- Management of the PDR (appraisal) process.
- Supporting difficult conversations with underperforming team members, wherever necessary.
- Where necessary leading on Disciplinary or Capability issues across all offices.
- Oversight/management of Perks and Benefits package.
- Ensuring all HR policies and processes are regularly reviewed and updated when necessary.
- Management of HR System.
- Assisting in the M&A growth of the Business including leading on TUPE.
- Engage proactively with staff at all levels and across all offices to help maintain a positive, engaged and happy working environment.



About you



Personal qualities

- A background in professional services.
- Be dynamic and proactive.
- Strong stakeholder experience.
- Attention to detail and ability to manage multiple deadlines.
- A self-starter who is pragmatic and resilient when needed.
- Ability to “think outside the box”.
- Demonstrates flexibility and adaptability to a changing environment.

Our values

Confidence

In ourselves and in the service we provide to our client. Our expert team will deliver exceptional solutions to help you succeed.

Trust

The strongest partnerships are built on trust. We are open and candid in our advice, and reliable in our delivery.

Dynamism

In exploring new opportunities for our clients, our approach to technology and new ways of working. We aren't scared to think about things differently.

Connections

We are perfectly placed locally to build close and personal connections with clients. Every office is backed and strengthened by our national network.

People

Every team member brings something special and unique to Hentons. We work together, championing each other and encouraging ambition.



Our benefits

Other Benefits:

 **Cycle to Work Scheme**

 **Death in Service**

 **Season Ticket Loan**

 **Social Club**

 **In-House L&D**

 **Further Study Support**

 **Yearly DEI Events**

 **Ongoing CPD**

Dress for Your Day

Our policy aims to provide everyone with the discretion to select an appropriate dress for their schedule each day.

Buy & Sell Holidays

Whether staff would like additional annual leave for a special occasion or would prefer to use less of their entitlement, we offer a buy-and-sell holiday scheme.

Gym Membership

Following the successful rollout of our Flexible Working Policy, we have continued our approach to promoting a healthy work-life balance and therefore offer subsidised gym membership.

Hybrid-Working

You'll be able to work from home two days every week and have a flexible schedule.

Medicash Plan

We have teamed up with Medicash to provide a range of cashback towards everyday healthcare bills and a wide range of other wellbeing benefits.



How to apply



Candidates

To arrange an informal conversation about the role and Hentons or for further information, please contact:

hr@hentons.com

To apply, please send a copy of your CV and a Covering Letter to:

hr@hentons.com

Recruitment Agencies

All queries, submissions and contact from Recruitment Agencies must be directed through our Human Resources Manager, using the following email:

hr@hentons.com

Frequently Asked Questions

For further information and FAQs on our recruitment processes, please visit the 'Working at Hentons' section of our website:

<https://www.hentons.com/about-us/working-at-hentons/>



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www.hentons.com