

# HR and Payroll Administrator

## Wanted

### Part Time

### (18 hours per week)



Do you have a strong knowledge of core HR matters along with practical HR experience?

Would you like to join our award-winning team helping families across Birmingham who are experiencing perinatal depression and anxiety?

Acacia Family Support is a Birmingham based, award winning Christian charity that offers a range of support services to mothers and families that are affected by perinatal mental health issues, in particular pre and postnatal depression and anxiety.

In this new and varied role you will join our fantastic and supportive team and undertake a wide range of duties including co-ordinating the core HR tasks relating to the full employee life cycle, processing and submitting all payroll and pensions information to our external provider, ensuring appropriate application and update of HR policies and procedures, providing support to line managers, staff and external stakeholders and dealing as required with a variety of other adhoc business support tasks.

- Part time, 18 hours per week.
- £22,500 - £24,500 per annum pro rata plus 5% matched pension contribution
- Flexible working
- Closing date for application is 9am on Monday 7<sup>th</sup> June, 2021.

**For full details, job pack and application form,  
please visit [www.acacia.org.uk/news](http://www.acacia.org.uk/news)  
or email: [teamacacia@acacia.org.uk](mailto:teamacacia@acacia.org.uk) Or ring 0121 301 5990**

