

International auditing firm is looking for experienced and highly organised French speaking HR and Office Manager to lead HR operations, payroll and benefits administration, while also managing the day-to-day operational running of their London office. This is a hands-on role covering payroll, pensions, benefits, Onboarding, HR administration, visas, compliance and Office Management. You will work closely with the Partners, Finance team, the HR Business Partner and the HR team to maintain accurate processes, ensure legal UK compliance, compliance with the French rules and support business continuity. You will also supervise a small team.

ROLE of the HR and Office Manager:

Payroll Administration and Pension & Benefits administration

- Monthly preparation and payroll liaison with the external payroll bureau.
- Quarterly projection of salary budget for the Financial Year.
- Yearly annual salary budget liaising with the Partners
- Act as the main contact for benefits providers.
- Monitor employee benefit data, new joiners, leavers and contractual changes.
- Approve and monitor monthly benefits and pension invoices.

Joiner and Leavers

- Conduct physical onboarding and exit meetings with the HRBP and HR team.
- Oversee staff record maintenance in HR tools by the HR team.

Visa Administration

- Manage visa allocation, renewals, sponsorship and immigration matters.
- Liaise with immigration consultants when required.
- Quarterly audit of passport and visa data.

Administration & Compliance

- Ensure contracts, offer letters and employee files are kept current.
- Weekly reconciliation of HR action items (visas, departures, payroll deadlines).
- Maintain handbooks and policy changes with HR Business Partner.
- Monitor completion of employees' yearly independence forms.
- Prepare and assist with various audits monitoring visits/inspections (including ICAEW, Deloitte France, ISO...).
- Payroll tax related declarations.

Office Management

- Supervision of the Reception (various checks and reporting for compliance purposes).
- Being one key contact within our client's business continuity plan in case of incidents.
- Monitoring contracts of external providers (office maintenance and logistic) including yearly archiving.
- Organising fire drills and Health and Safety trainings whenever needed in compliance with the UK regulation and the building management.
- Suppliers invoice approval and monitor conflict checks.

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Registered office: Heathmans House, 19 Heathmans Road, LONDON SW6 4TJ. Registered in England and Wales No. 6956655

PROFILE:

- Fluent in French and in English with strong communication skills in both languages
- Min 10 years experience in a similar position or developing the skills required for the role
- Proven experience in office management, payroll, HR including visa processes and basic accounting
- Strong IT skills
- Experience in global mobility will be an asset
- Supervisory experience will be a plus as well as ISO compliance
- Good knowledge of UK employment law and UK payroll administration
- Strong organization skills with ability to multitask
- Ability to work in a multi-cultural environment with people who work under pressure
- Resilience, problem solving skills as well as “can do” attitude will be winning skills

SALARY & BENEFITS:

- Up to £55 000/y negotiable according to skills and experience
- Excellent benefits include private health care, pension etc