

Innovative and fast-growing investment company based in Central London is looking for a **HR and Payroll Advisor** to support their HR team across France and UK mainly. Further geographical development may involve topics in further areas: Africa, Latin America. You will contribute to a wide range of HR activities including preparing UK payroll, taxes, employee administration, recruitment coordination, compliance follow-up, and support in the implementation of their new HRIS. The HR Assistant will work closely with the HR Manager and collaborate with multiple teams (Finance, IT, Operations). This role is ideal for a HR professional with good UK payroll and taxes experience, who wants to develop strong operational HR skills in a fast-growing and international environment.

ROLE of the HR and Payroll Advisor:

Payroll Administration:

- Collecting payroll inputs for the UK and France ensuring all monthly data (new joiners, contractual changes, absences, bonuses, allowances) is submitted accurately and on time.
- Preparing monthly payroll documentation and coordinating with external payroll providers to ensure timely and compliant payroll processing.
- Managing employee benefits France and the UK (health insurance, pension scheme, life insurance, etc) including enrolments, changes, and terminations.
- Maintaining accurate employee records related to benefits, payroll changes, and status requirements.

Taxes & Administration

- Following up with payroll providers regarding UK tax matters (PAYE, tax codes, expatriates tax queries) and French employer social charges.
- Coordinating with tax advisors for expatriates and directors to ensure timely submission of required information and documentation.
- Monitoring statutory documents such as P11Ds, P60, P45, and ensuring employees receive them within statutory deadlines.
- Supporting expatriate tax processes including gathering required information, tracking deadlines and liaising with external tax providers.
- Ensuring compliance with UK and French payroll and tax regulations, escalating issues when needed.

Employee Administration

- Maintaining and updating employee files and HR databases.
- Ensuring accuracy of administrative intrants (contracts, amendments, job titles, personal details).
- Maintaining administrative trackers: passport and visa validity, migration and medical checks renewal.
- Tracking employee plannings and ensure accurate reporting in HR systems.

Recruitment Support

- Publishing job ads and conduct initial CV screening.
- Supporting onboarding logistics for new hires: documentation, IT request, induction steps,

HRIS / SIRH Implementation

- Assisting with data preparation, data cleaning, and updates for the new HR system.
- Participating in testing phases and report issues.
- Helping prepare user guides and internal communication for the rollout.
- Supporting employees and managers during the transition to the new tool.

HR Processes

- Supporting annual appraisal campaigns and training coordination.
- Supporting in implementation in HR projects.
- Preparing HR reports, trackers, and dashboards.
- Organising HR meetings and follow up on action items.

PROFILE:

- **3 years' experience in Human Resources, including UK payroll and taxes**, personnel administration, recruitment, and HRIS, this includes internships as a HR and Payroll Advisor or Payroll and Tax specialist or HR and Payroll Officer
- **Previous experience in global mobility (tax knowledge) will be an asset**
- **Ideally French will to intermediate level**
- Strong organisational, communication and administrative skills.
- High attention to detail and ability to manage multiple tasks.
- Comfortable with Excel and digital tools.
- Curious, proactive, and eager to learn.
- Interest in HR operations and HRIS systems.
- Mindful of confidentiality.
- Team oriented.

SALARY AND BENEFITS

- Between £38k and £45k negotiable according to skills and experience + bonuses
- 1 day WFH
- Pension and life insurance
- Travel allowance after trial period