

HR Manager (full time or part-time)

Reporting to Finance Director

Location Exeter

About Us:

Prydis are a fast-growing professional services firm with a unique approach. To maximise the quality of service we can provide to our clients, we've expanded to incorporate wealth management, accounting and legal services in-house from our offices in Exeter, Newquay, Edinburgh and Liskeard.

At Prydis, we are committed to helping our team grow their skills and develop further specialist qualifications. By working alongside professionals from a wide range of financial and legal disciplines, our staff gain exposure to new and varied work.

We value the expertise our people bring to our organisation and are passionate about nurturing their potential and enabling them to enjoy rewarding careers.

Your role at Prydis:

This is a unique opportunity to work with Prydis team. You will act as the HR Manager for the company, providing advice and guidance on all employment and HR queries to all managers and directors. You will also ensure that the company complies with all relevant employment legislation and best practices.

Role duties:

- Advise on all HR matters, i.e. sickness absence, poor performance, disciplinary, grievances, time and attendance, appraisals etc.
- Provide advice to employees who wish to contact HR directly.
- Provide and continue to update the Employee Handbook with all HR policies and procedures.
- Provide employment contracts for all new starters.
- Send employment contracts to new starters via DocuSign.
- Keep People HR up to date with employee data.
- Ensure that probation reviews are carried out.
- Liaise with Accounts on keeping health benefits up to date.
- Record sickness absence in People HR.
- Provide HR reports for the Board.
- Provide new starter packs, i.e. induction checklists, employee data forms, right to work in the UK checklist.
- Supply the company with letters, forms, policies, and how-to guides as and when required.
- Ensure employee folders are up to date with all HR documents.
- Carry out all exit interviews.

Relevant skills and knowledge:

- You will have a minimum of 3 years of experience in a HR role, preferably in a similar industry.
- You will have a CIPD qualification or equivalent or be working towards one.
- You will have a sound knowledge of employment law and best practices.
- You will have excellent communication and interpersonal skills, with the ability to deal with sensitive and confidential issues.
- You will have strong organisational and prioritisation skills, with the ability to work under pressure and meet deadlines.
- You will have a high level of accuracy and attention to detail.
- You will have good IT skills, including MS Office and People HR or similar HR software.
- You will have a proactive and flexible approach, with the ability to work independently and as part of a team.



Senate Court,
Southernhay Gardens
Exeter, EX1 1NT



T: 01392 432 431
F: 01392 423 308



www.prydis.com
mail@prydis.com

What we offer:

- Outstanding conditions for professional growth and development
- Flexible working options
- Competitive remuneration package, including basic salary dependent on previous experience and bonuses
- Workplace pension where you contribute 4% and the company contributes 4% which rises to 6% after 5 years
- You will be invited to join the death in service scheme of four times annual salary following successful completion of your probationary period
- You will be invited to join the PHI scheme following successful completion of your probationary period
- You will be entitled to participate in the company bonus scheme which is profit and performance related and is payable in June and December each year
- The standard holiday is 24 days increasing by a day after each year of service up to 32 days plus bank holiday
- Career progression

How to apply:

If you believe you have what it takes to become a successful member of our team, please apply to this job post, or email your CV and a covering letter to mail@prydis.com FAO Megan Priday. Please specify the role for which you are applying and ensure you include your full contact details, so we can get in touch with you. Prydis Group are an Equal Opportunities Employer.



Senate Court,
Southernhay Gardens
Exeter, EX1 1NT



T: 01392 432 431
F: 01392 423 308



www.prydis.com
mail@prydis.com