
JOB DESCRIPTION

Role: Human Resources Assistant (Recruitment focus)

Location: Belfast, on a hybrid basis, we are a collaborative team and enjoy working remotely and in person together.

A leading Governance Risk and Compliance Consultancy

ABOUT FSCOM

fscom is a leading consulting firm providing governance, risk, and compliance solutions to the asset management, capital markets, digital assets and payments industries across UK and Europe.

Over the last fourteen years, we have built a reputation for providing high quality, commercially focused advice to our clients, meaning that we have become widely recognised as the premier compliance consulting firm to the financial services sector.

Following our strategic partnership with Bridgepoint in 2022, we are on an exciting growth trajectory and are looking for driven, ambitious professionals to be part of this journey.

Our people are at the heart of our business and our success, and we are excited about the opportunity available to join our People/HR team.

THE ROLE

We are looking for an HR Assistant to play a key role in driving growth through our recruitment. You will work as part of our fast-growing team and alongside Governance, Risk and Compliance industry experts and as part of a wider high performing corporate services team.

The HR Assistant will work closely with the Head of People and will be responsible for the recruitment operations of the company and working as a generalist HR professional across other areas and projects. You will be responsible for managing the hiring plan of the business to ensure we deliver the right people, with the right skillsets in the business at the right time. As part of this remit it will require someone who has experience in managing multiple recruitment requirements alongside short term contractor requirements.

RESPONSIBILITIES

Recruitment

- ✓ Work closely with the Head of People to develop a successful recruitment strategy and process.
- ✓ Lead the implementation of the recruitment cycle, including liaising with hiring managers, drafting job descriptions, job postings, applicant screening, conducting initial interviews, and coordinating interviews with hiring managers in accordance with hiring plan and key performance indicators.

- ✓ Sourcing of independent consultants for short term or interim projects. Managing the onboarding of contractors for the successful delivery of client projects alongside the relevant project managers.
- ✓ Assist in the preparation of offer letters, employment contracts and negotiation of terms for the successful delivery of recruitment within the parameters of budget and financial plan.
- ✓ Manage and maintain accurate dashboards with key information for recruitment and candidate pipelines.

Wider HR remit

- ✓ Supporting the HR team on wider HR projects including but not limited to learning and development, employee engagement, talent management, HR process and policy.
- ✓ Stay up to date with the employment legislation and best practice requirements to continually improve HR delivery and impact across the company.
- ✓ Any other duties as reasonably required

ESSENTIAL CRITERIA

- ✓ At least 3 years of relevant experience working in a recruitment role or within an HR role specifically focussed on recruitment.
- ✓ An understanding of employee vs contractor employment status with a good understanding of IR35 requirements.
- ✓ Strong understanding of what best in practice recruitment looks like.
- ✓ Proactive attitude to take pride in delivering to recruitment objectives and ensuring the company has high quality individuals to deliver to our ambitious company goals.
- ✓ Solid administrative and organisational skills with exceptional and reliable attention to detail
- ✓ Excellent and impactful written and verbal communication skills
- ✓ Key understanding of confidentiality, with the ability to build trust at all levels of the business
- ✓ Quick to learn, curious with initiative, and constantly striving to develop technical expertise
- ✓ Collegiate outlook with the ability to work effectively as part of a cohesive team with ownership over core responsibilities.
- ✓ A keen interest in developing other areas and skills across HR to compliment the recruitment requirement.
- ✓ Reliable

DESIRABLE CRITERIA

- ✓ Experience in a professional consultancy environment

fscom reserves the right to expand the criteria for this role dependent upon the number of applications received.

WHAT WILL I GET FROM THE ROLE?

- ✓ Opportunity for career acceleration – fast-track your personal growth in a high-impact role within a scaling business.
- ✓ Work with industry experts – collaborate with some of the leading specialists in governance, risk, and compliance.
- ✓ Be part of a dynamic, growing company – join at an exciting time of expansion and opportunity.
- ✓ Hybrid working environment – flexibility to work remotely and in person.

We are an equal opportunities employer, committed to Diversity & Inclusion and currently hold the Bronze standard in Diversity Mark NI.

To apply:

If you are interested in this role, please forward your CV to careers@fscom.co or speak to [Stuart Grimmond](#) on 028 9042 5451.



Diversity Mark