



# Kingdom Bank

## HR Administrator

### A Bank on a Mission

Since new ownership in 2020, Kingdom Bank has been rapidly growing. Churches and Christians across the UK are increasingly looking to us because they want their savings to fuel gospel mission and not just sit in a standard high-street account. We're becoming the go-to bank for evangelical churches, Christians and Christian-led businesses, and we're just getting started!

### Are You Our New HR Administrator?

To support our growing organisation, we're seeking a HR Administrator to join our People Team. Because this role represents a Christian bank serving the evangelical church, there is an Occupational Requirement for the successful candidate to be a committed Christian.

### A Small Team With Big Impact

We're a close-knit team of around 60 people – small enough that every individual can shape the Bank's direction. Our culture is hardworking, warm, informal, and passionate about making Jesus known. We trust our people to balance flexibility with responsibility, support one another, and deliver excellent service for our customers. And we invest in our team through training, development, and opportunities to grow and progress.

### ROLE

To facilitate the day-to-day running of the HR department by maintaining and delivering its people systems and processes. To cover all aspects of HR administration including SageHR, recruitment, document and report generation. To build personable relationships and be available to support employees and line managers with queries, whilst upholding the Bank's three priorities of Quality, Culture and Growth.

### When you'll work

Around 20 hours per week, generally expected to be worked Mondays to Fridays and between 8.30am and 5.30pm. The ideal candidate would be able to spread the hours across the week, but the successful candidate can agree the total number of hours and the working pattern with the line manager under the Bank's flexible working policy.

27 days (or pro-rata equivalent) paid holiday (excluding bank holidays), and the opportunity to purchase additional holiday up to a maximum entitlement of 32 days per annum.

## **Where you'll work**

A requirement for this role is for at least three office-based days per week, but with a minimum expectation of at least two office-based days per month in accordance with the Bank's flexible working policy.

The Bank's office is located at Media House, Padge Road, Beeston, Nottingham, NG9 2RS, and remote workers are responsible for covering commuting and accommodation costs when attending the office.

## **Salary & Benefits**

Salary dependent on skills and experience, between £26,265 and £31,190 (or pro-rata equivalent).

Salary sacrifice pension scheme: 9% of salary (up to £50,000) on an unmatched basis and up to 4% of total salary on a matched basis.

Other benefits in accordance with the Bank's People Policy on completion of probation, including travel loan scheme, electric vehicle salary sacrifice leasing scheme, enhanced maternity pay, payroll giving scheme, additional holiday purchase, private medical insurance, free eye tests and death in service benefit.

## **Probation**

The post is subject to a six months' probation period.

## **Occupational Requirement**

This role has been assessed as carrying an Occupational Requirement for the post holder to be a committed Christian.

## **Closing Date**

Sunday 11 January

## **Interview Date**

End of January

If you believe that you have the skills and the passion to join the Kingdom Bank team, please download the Application Pack and complete the application form for this role on our website [www.kingdom.bank/vacancies](http://www.kingdom.bank/vacancies).

If you need further information, please email [people@kingdom.bank](mailto:people@kingdom.bank). We look forward to hearing from you.