

HR and Office Administrator

TMT Finance is seeking an organised, proactive HR and Office Administrator to keep both our people processes and our London office running smoothly. We are entering an exciting new stage of growth, and this role will be central to giving employees and managers a reliable, well-organised experience from offer to exit, and a workplace they enjoy coming into.

Based in our Central London office, you will be the go-to person for day-to-day HR administration and the running of the office. You will also support recruitment, internal communications and wider projects, keeping our shared systems organised and the team informed.

This is a varied, hands-on role for someone who enjoys juggling priorities and getting the detail right. Reporting into the Office Manager, with day-to-day direction on HR work from the HR Business Partner, you'll work closely with the HR team, Finance, Operations, IT, Marketing and hiring managers, as well as building management and suppliers. The role is full time, 37.5 hours per week.

RESPONSIBILITIES

Deliver accurate HR administration across the employee lifecycle and the day-to-day running of the office, supporting employees, managers and the wider business day to day.

OFFICE & WORKPLACE

- **Office Environment:** Keep the London office welcoming and well organised, including supplies, the kitchen and communal areas
- **Building & Suppliers:** Act as the first point of contact for building management and suppliers
- **Equipment:** Track and maintain office and IT equipment, working with IT
- **Health & Safety:** Support compliance and reporting
- **Travel:** Coordinate travel and accommodation, and help resolve any issues

JOINERS & LEAVERS

- **Contracts & Letters:** Prepare offer letters, contracts, contract variations and other HR letters from approved templates
- **Onboarding:** Run the pre-boarding checklist with IT and Operations, covering equipment, systems access and welcome communications
- **Right to Work:** Carry out and record right to work checks for UK hires in line with Home Office guidance, before the start date
- **Pre-employment Checks:** Coordinate references and other checks before the start date
- **Leavers:** Manage the exit process, including paperwork, exit interviews and system updates

RECORDS & SYSTEMS

- **HR Records:** Keep the HR system and personnel files accurate and up to date
- **Data Protection:** Handle personal data in line with UK GDPR and the Data Protection Act 2018

- **Absence & Leave:** Track holiday, sickness and family leave
- **Reporting:** Produce routine reports and data for the people dashboard

PAYROLL & BENEFITS

- **Payroll Updates:** Provide the Finance team with monthly payroll updates, including new starters, leavers, contract changes and any relevant absence or leave affecting payroll
- **Benefits:** Administer benefit enrolments and changes

RECRUITMENT SUPPORT

- **Recruitment Coordination:** Post adverts, schedule interviews, manage candidate communications and keep the recruitment tracker current
- **Agency Management:** Keep agency terms and invoices on file and flag spend to Finance

LEARNING, ENGAGEMENT & CULTURE

- **Training & Events:** Organise logistics for training, workshops and events, including sessions for India & the US across time zones
- **Employee Feedback:** Administer pulse surveys and onboarding feedback, and keep training records
- **HR Queries:** Handle routine questions from employees and managers, pointing people to self-service where possible
- **Social Committee:** Lead the committee and help plan team socials and celebrations
- **Team Moments:** Capture moments from team events and work with Marketing to share them on social media

DOCUMENTS, COMMUNICATIONS & PROJECTS

- **File Management:** Keep Teams and OneDrive folders tidy, following naming conventions and version control, and flag outdated files
- **Shared Inboxes:** Monitor incoming emails and route queries to the right person
- **Communications:** Support internal communications and announcements
- **Projects:** Support the Office Manager and EA to the CEO on projects, data entry and reporting

WHAT WE'RE LOOKING FOR

EXPERIENCE & EXPERTISE

- Experience in HR administration, office administration or a similar coordinator role, ideally in a busy, growing business
- Experience of HR systems and payroll input would be an advantage, as would CIPD Level 3
- Experience of office or facilities coordination, working with building management and suppliers, would be a plus
- A sound understanding of confidentiality and data protection; knowledge of UK right to work checks is also desirable
- Confident with Microsoft 365, including Teams and OneDrive, and curious about how AI can make everyday work simpler

SKILLS & MINDSET

- Accurate and thorough, with excellent attention to detail across documents, data and records
- Able to manage competing HR and office priorities, stay calm under pressure and keep things moving
- Discreet, organised and friendly: a natural first point of contact for colleagues, suppliers and visitors
- Comfortable coordinating across time zones with colleagues in the UK, US and India

WHY JOIN US

At TMT Finance, our intelligence powers investment shaping the future of digital infrastructure. We're a fast-growing, high-performance business where people take real ownership and deliver meaningful impact from early on.

We combine the ambition of a high growth business with the support of a close-knit team. Collaboration, curiosity and high standards define how we work, and we give our people the space to contribute ideas, build expertise and grow their careers.

Alongside this, we offer a competitive salary, performance-based bonus, 25 days annual leave plus your birthday off, and hybrid working Tuesday to Thursday in our characterful Shad Thames office. Just a short stroll from London Bridge, it's a warm, social space where people genuinely enjoy working together.

We recognise high performance, support wellbeing, and are committed to giving back through profit-linked charitable donations, paid volunteering and opportunities to work with partner charities.

You can find our full range of benefits on our careers page:
www.tmtfinance.com/about-us/careers

ABOUT TMT FINANCE

TMT Finance launched in 2009 with a mission to support the growth of digital infrastructure powering the connected world. We combine intelligence, data, and global networks to help executives make smarter, faster strategic decisions. Today, we are the leading global business intelligence platform for digital infrastructure, trusted by dealmakers and senior executives worldwide.

Our subscribers include the world's leading investment banks, private equity firms, telecom and data centre operators, tower companies, cloud, fibre networks, and financial advisors worldwide. We are a fast-growing company with 40%+ annual growth over the past five years, ambitious global expansion plans, and investment into product, data, and content innovation. We are scaling from 75 to 100+ employees.

TMT Finance welcomes applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith, or disability. All appointments will be based on merit and a fair and transparent process.

HOW TO APPLY

Please send your CV and a short cover letter outlining your relevant experience and why you would be a great fit for this role to [CONTACT EMAIL] with “HR and Office Administrator Application” in the subject line.