



KOMAINU

Job Description

Job Title: HR Manager
Reports To: Chief Operating Officer
Location: London, right to work applicants only.

About the Company:

Komainu is the first regulated digital asset custody solution built by institutions for institutions.

Komainu was established as a Joint Venture between Nomura, Ledger and Coinshares to fill a gap in the marketplace and provide regulated entities with a secure and compliant custody service for investment in digital assets. Since then, the trend of financial services firms adopting digital assets has only accelerated, further increasing the need for regulated and institutional-grade infrastructure for digital assets.

To support the rapid growth of the company and to accelerate the institutional adoption of digital assets, Komainu is actively seeking to onboard best-in-class talent globally.

Role Summary:

This is a generalist HR role where the postholder will be responsible for developing the HR infrastructure and ensuring it is sufficiently agile to meet the needs of a rapidly scaling and increasingly international business. Over the next 12 to 18 months the business plans to open additional offices and scale its team significantly and the postholder will be expected to enable and support these resourcing and onboarding activities.

Duties & Responsibilities:

Resourcing

- Co-ordinating all resourcing activities and advising on the recruitment and selection process.
- Identifying appropriate agency relationships internationally and agreeing terms of business.
- Developing a careers website and supporting resourcing tools, including a recruitment platform.
- Preparing and advising on job descriptions and offer terms.
- Collating and agreeing headcount plans and budgets.
- Managing the candidate referral scheme.



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Compensation and Benefits

- Preparing and checking payrolls across all jurisdictions and managing supplier relationships.
- Designing and implementing benefits programs aligned to the needs of the growing business.
- Co-ordinating and supporting the annual compensation review.

HR Operations

- Managing employee lifecycle including onboarding and offboarding process.
- Procuring and implementing HR systems.
- Automating HR processes and improving the “user experience”.
- Overseeing HR operational budgets.

HR Reporting and Risk Management

- Collating and analysing relevant HR data to support business forecasting and management.
- Managing and reporting on HR metrics including diversity and inclusion data.
- Preparing board reports.
- Ensuring all HR activities maintain required standards of legal compliance and identifying areas of potential HR risk.

Employee relations

- Updating and refreshing employment policies including the Employee Handbook to ensure statutory compliance.
- Managing and advising on employee grievances, disciplinary investigations, flexible working requests and absence policies etc.
- Advising on performance management, including appraisals, end of probation reviews, promotion processes and performance improvement plans.

Talent Management and Training

- Assessing training needs and developing scalable solutions.
- Developing eLearning, professional and personal development opportunities.
- Supporting succession planning activities.

Undertaking any other such duties as may be reasonably required by the role.



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Qualifications, Skills & Experience:

- A graduate ideally in a business or numerate degree.
- Studying towards or completed CIPD diploma required or MSc in HR required.
- Experience of a fast growing and nimble organisation essential.
- Experience of resourcing in a high growth environment using a variety of medium essential.
- Experience in HR systems and data reporting.
- Experience of UK/Jersey employment law essential with broader international experience an advantage.
- Ability to analyse data and propose solutions essential.

How to apply:

- Please send an email with your CV and a covering letter to careers@komainu.com.