UNISON
FINANCE MANAGER
FINANCE DEPARTMENT
ORGANISATION AND RESOURCE DEVELOPMENT

JOB DESCRIPTION

Grade: Level 3
Hours: 35 per week
Reports to: Financial Controller
Location: UNISON Centre, NW1

Overall summary

Reporting to the Financial Controller by managing and developing the Financial Management Team and acting as systems administrator for the Finance System across the Department.

Key Tasks and Responsibilities

- Management of the Financial Management Team, organising roles and responsibilities, work plans, timetables and deadlines for finance objectives and deliverables

- Managing the production of monthly and quarterly management accounting information to a variety of audiences, both regional and national, within UNISON and assisting in the development of these processes. Ensuring that budget holders receive and understand financial, economic and resource information necessary to fulfil their own responsibilities.

- Management of the production of the annual statutory accounts to completion and finalisation of its audit and reports.

- Responsibility for the integrity and security of data and information held on the Finance Management System and its related files and the coordination of upgrades to the system.

- Ensuring the integrity of financial reports used by Finance and budget holders across the entire organisation

- Coordination of relationships with internal and external suppliers of IT and bespoke applications to the Finance department.
• Responsibility for all aspects of staff management of the team including training and development, performance evaluations, setting of standards and KPIs

• Assisting the Financial Controller in her/his strategic support to Management and Lay Committees and in provision of financial information to those groups

• Assisting the co-ordination of the long term financial planning exercise and budget cycle undertaken by the organisation

• Assisting in the development of business financial processes and ensuring they are regularly maintained.

• Ensuring that the Union meets and complies with all its statutory reporting obligations and requirements financial, legal and professional.

• Proactively seeking to maintain and improve all financial controls, ensuring the processes are fully documented, frequently reviewed and updated and communicated as appropriate.

• Where appropriate assisting at a detailed level in developments to the Finance System

• To represent the Finance Department of UNISON and liaise with relevant external organisations as required.

• Undertaking any other duties relevant to the key tasks and responsibilities identified by the Financial Controller
PERSON SPECIFICATION

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race or ethnic origin, gender identity, family situation, sexual orientation, disability, religion or age. This person specification is designed to help members of Interviewing Panels judge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON’s equal opportunities policy. It is given to all job applicants for information.

Managerial

- Experience of leading a financial team and managing staff and all aspects of their development
- Proven experience of taking difficult decisions and seeing through to fruition

Specialist/Technical

- Experience of working as a Management Accountant in a multi-cost centre environment
- Preparation of regular management accounts, including variance analysis for a variety of audiences
- Statutory accounts production including consolidation experience
- Experience of accountability for IT issues surrounding Finance Systems, for example as a system administrator
- Experience of development and maintenance of accounting processes
- Competent in using Accounting Software packages and Microsoft office applications e.g. Word, Excel, Power point.
- A recognised CCAB qualification with post qualification experience
Administrative/Organisational

- Strong analytical skills and an ability to input and interpret complex data using IT systems
- Ability to deal with a variety of daily issues and prioritise work

Communication

- Strong communication skills both orally and in writing
- Ability to be customer focussed and have business awareness in order to assist non-financial managers
- Experience of persuading, influencing and aiding others in decision making and implementing change

General

- Empathy with the aims and objectives of a modern trade union organisation
- Proven commitment to promoting Equal Opportunities in the workplace

Other Information

Please submit **three** copies of your completed application form.

Completed application forms must be received by Sue Stephenson, UNISON, Finance Department, 130 Euston Road, London, NW1 2AY by no later than **Friday 21 August 2015**. Please quote ref: **ORD/7**

Interviews will be held on 15 September 2015 at the UNISON Centre, London.

(Please note that only candidates selected for interview will be contacted).