

UNISON

YORKSHIRE & HUMBERSIDE REGION

RMS Clerk – R13/71

JOB DESCRIPTION

Grade:	8
Salary:	£24,272 pa
Hours:	35 hours per week
Location:	Commerce House, Leeds
Reports to:	Head of Corporate Services

Overall Summary

- The post holder will be responsible for undertaking the day to day clerical duties in relation to the maintenance of the UNISON Membership System

Key Tasks and Responsibilities

Financial

- To assist with the processing of subscription payments and calculation of branch accounts
- To ensure that income received in the Department is handled in a secure manner.

Administration

- To ensure that good housekeeping practices are followed within the Department

Communications/Co-ordination

- To ensure that confidentiality of personal and other sensitive information in accordance with legal requirements and UNISON policies are maintained.
- To contribute to the development of effective communications and team working within the Membership Department
- To assist with the data entry of membership details
- To assist with the production of reports, address labels etc. via the UNISON Membership System
- To assist with the processing of Branch Officer and Steward accreditations
- To assist in dealing with telephone queries in relation to membership records

Development Strategies

- To work with colleagues to make sure that our services continually improve in line with UNISON's wider objectives.

General/Other

- Any other duties appropriate to the general role of Clerk to include general clerical assistance, including reception, switchboard and processing of mail

Terms and Conditions

UNISON Terms and Conditions will apply in respect of this appointment.

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PERSON SPECIFICATION

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race, marital status, gender, sexuality, disablement or age. This Person Specification is designed to help members of Interviewing Panels judge the qualities of the 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.

Organisational/Management

- Ability to motivate oneself.
- Ability to work effectively with other staff and as part of a Team.
- The ability to prioritise and work to deadlines.

Financial/Administrative

- A high standard of numeracy including the ability to make calculations and interpret financial information
- A very high standard of accuracy in the performance of calculations and recording of information
- The ability to work with computer based and manual financial records and in particular the ability to produce excel spreadsheets

Communications/Co-Ordination

- Good communication skills (written and verbal) and a commitment to developing good communications and positive working relationships with members and colleagues within the Region and other outside departments.
- An ability to work under pressure.

Specialist/Technical

- A general understanding and experience of working with computer based systems. Good keyboard skills and knowledge of excel spreadsheets is essential.
- Knowledge of and commitment to the Trade Union movement and the values of UNISON is desirable.

Other Information

Please send completed application forms, and completed Recruitment and Disability monitoring forms to: Y&H.Personnel@unison.co.uk or by post to Joanne Turnbull, UNISON Regional Centre, Commerce House, Wade Lane, Leeds, LS2 8NJ

Completed applications must be received by 12pm Friday 15th March 2019.