

UNISON
Payroll and Expenses Manager

Job Brief

Introduction

1. UNISON is UK's leading trade union, with over 1.3 million members working in the public services, energy services, private, voluntary and community sectors. UNISON employs around 1200 staff, approximately 370 at our national centre in Euston central London and the remainder in our 12 regions across the UK including Northern Ireland.

The Finance Office is located at the UNISON Centre in Central London. Its main functions include supporting the General Secretariat and the NEC via the Finance and Resource Management Committee. With annual subscription income of around £165 million, the key objective is the effective management of the union's finances, ensuring that UNISON considers the financial implications when meeting its objectives and the needs of its members.

There are 32 members of staff in the department with responsibilities over financial management and operations, regional and branch financial management, staff pensions and internal audit.

The Role

2. The Payroll and Expenses Section is a small but well established team operating and managing the union's staff payroll and expenses payments and processes. The team is also involved in providing general and technical support and guidance on payroll related matters to other teams and managers across the union. The Payroll & Expenses Manager is responsible for the team delivering an excellent level of service, ensuring that all payroll and expenses records are meticulously checked, verified and securely stored and maintained. The payroll sections operate on weekly and monthly cycle, preparing the payroll and expenses data for payment to strict deadlines and on an accurate basis.

Frequent changes in legislation and regulations impact the union's operations, its policies and potentially our systems and processes. The Payroll and Expenses Manager will be aware of these or be able to anticipate changes and lead the team and managers through change implementation and ensure governance and compliance with statutory and regulatory requirements at all times. As the union continually seeks to strengthen and improve operational controls and risk management, the Payroll and Expenses Manager is responsible for monitoring the effectiveness of the payroll systems, processes and guidance and updating them as required.

The team maintain and store personnel and financial records relating to payroll and expenses. The Payroll and Expenses Manager takes steps to maximise the security and confidentiality of all information held or processed by the teams. The payroll function work closely external bodies in the preparations and submission of relevant formal returns.

The role of the Payroll and Expenses Manager can vary from day to day working alongside more senior colleagues as part of an effective team. The Payroll and Expenses Manager may also be involved in investigating and resolving both routine and specific enquiries and problems.

Generally speaking this can be an office /desk based role and a brief summary of the main areas of work is as follows:

- Leading small team of staff engaged in data preparation and the processing of payments of salaries and expenses to staff and other union members.
- Prioritising the work of the team to ensure defined standards, timetables and set deadlines are met and delivering an expert and effective payroll and expenses service to the union.
- Prepare and file all relevant formal and regulatory returns on time and accurately, with proper workings and reconciliations which can be audited; Liaising with external officers and regulatory bodies on relevant matters relating to payroll and expenses;
- Managing the staff within the team in all aspects including sickness and attendance management , monitoring and managing workflow of team members to achieve standards and timetable; enabling staff in team to develop skills and their job by adequate training and development
- Providing regular management information to relevant stakeholders in a timely and accurate manner, assisting and supporting managers and other teams at key points of financial reporting cycles.
- Assisting the Operations Manager in initiating any necessary action, change implementation, documentation of systems and processes, undertaking systems upgrades and updates; arranging and delivering relevant training as required.
- Maintain and enhance the internal controls and processes to ensure the integrity of the payroll and expenses systems and records. This includes the security and confidentiality of records or information being held or processed
- Customer orientated and able to deal with enquiries and resolve issues in a professional manner and the ability to use discretion and confidentiality as required.

UNISON
Payroll and Expenses Manager
Finance Department
REF: ORD/15

JOB DESCRIPTION

Grade: 4
Hours: 35 per week
Location: Finance Department, Unison Centre, London NW1
Reports to: Head of Operations

Overall summary

The Payroll and Expenses Section plays an important role in preparing and processing data and making payments to staff and other union members in respect of salaries or expenses. The role requires careful consideration of and compliance with policies, protocols and regulations to ensure that the outputs meet the unions' and its legal requirements.

The post is one in a team of five headed up by the Payroll and Expenses Manager who reports to the Head of Operations. The section's outputs are relied upon by staff, committee members, Human Resources, other managers in the union, across teams within Finance and by UNISON's external auditors.

Key Tasks and Responsibilities

- Responsible for the delivery of an expert, effective and accurate staff payroll and expenses processing and payment service.
- Leading small team of staff engaged in data preparation and the processing of payments of salaries and expenses; prioritising the work of the team to ensure defined standards, timetables and set deadlines are met; managing and delivering training and development needs.
- Monitoring and ensuring that the union's policies and procedures as well as external regulatory requirements are followed and complied with at all times.
- Handling payments under agreed arrangements and timescales and technical aspects of the job such as National Insurance, PAYE, UNISON's Conditions of Service and P11D returns
- Responsible for direct liaison with statutory pay bodies (eg HMRC) to maintain the accuracy and integrity payrolls, and the provision of timely and accurate information and returns.

- Responsible for the monthly end-to-end processing of payroll including reconciliations and journaling to the general ledger and the provision of accurate and timely management information to audit standard.
- Liaise directly with HR, staff and internal stakeholders on a range of payroll issues and provide expert advice on payroll changes and resolving queries arising
- Responsible for ensuring that the payroll software is up to date and calculating payroll accurately and appropriately; actively support all projects relating to payroll processes ensuring that systems and process documentation is maintained to a high standard to reflect current practice.
- Maintain and enhance internal controls of systems and processes to ensure the integrity of the payroll and expenses systems and records. This includes the security and confidentiality of records or information being held or processed.

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Person Specification and selection criteria

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 the members of the interviewing panel judge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON equal opportunities policy. It is given to all job applicants for information.

Managerial:

- Ability to lead and develop the payroll and expenses function with integrity including directing and managing staff in a team environment in all its aspects.
- Experience of working as part of a dedicated finance team and alongside other operational teams and senior managers to Secretariat level.
- Ability and experience of taking difficult decisions and seeing them through to final resolution or implementation.
- Ability and experience in developing and delivering technical training at all levels and to variety of audiences.
- Experience, ability and confidence to persuade, influence and aid in decision making processes.

Specialist / Technical Knowledge and expertise:

- Recognised professional qualification or part qualified with proven relevant experience in managing and processing payroll and expenses.
- Technical and practical knowledge of payroll systems including development, testing and implementation processes and controls.
- Demonstrable knowledge and experience of understanding basic financial concepts and the provision of relevant and accurate management information.
- High level of competency and experience of working in financial data processing and recording financial data using IT solutions including Excel, and Word applications
- Ability and experience to understand and/or interpret complicated regulatory requirements and internal operational issues, policies and practices.
- Ability and experience in drafting and updating processes and process driven documentations including training materials.
- Ability to understand and advise on payroll and expenses related issues and matters in relation to compliance with internal governance and external regulatory requirements.

Administrative and Organisational:

- Ability to manage enquiries on range of payroll and process related issues from staff or lay members and committees in a timely manner.
- Experience prioritising and dealing with a variety of issues on a daily basis, meeting strict deadlines and working under pressure with minimum supervision or using own initiative.
- Ability to analyse and filter information to develop solutions and resolve problems in a clear and constructive manner.
- Self organised and methodical in planning ahead and managing workloads including requirements for audit purposes, training and development and systems maintenance
- Being systematic in keeping and maintaining comprehensive and accurate records and work files with due attention to security and confidentiality.

Interpersonal & Communications:

- Experience of drafting and delivering clear and concise actions, reports, instructions, guidelines, handbooks and training material.
- Understanding and complying with data protection requirements and use of absolute discretion when communicating sensitive, private and/or confidential information.
- Ability to communicate financial or non financial information clearly and effectively both verbally and in writing across all sections of the organisation and to variety of audiences.
- Experience and ability to interpret and disseminate often complicated regulations, policies or processes in simple but clear and concise terms suitable for end user.
- Ability to correspond and liaise confidently with internal and external parties on relevant technical and operational matters and other work related issues.
- Flexible and tactful manner and behaviour in dealing with external officials as well as internally with senior managers, lay members and committees
- Customer orientated and professional approach, attitude and behaviour at all times and in all matters including cross team support and working closely with other teams both within the finance department and wider in the union.

Initiative & Independence:

- Able to work proactively to offer support and assistance across teams where required.
- Ability to assess a situation and develop, agree and implement reasonable solutions.
- Able to distinguish between confidential, sensitive and/or complicated matters for possible escalation to line manager or other senior officials.
- Ability to prioritise between demanding or conflicting objectives and demands in order to maximise efficiency and effectiveness of the team.
- Flexible approach using own initiative and /or work unsupervised to achieve given objectives and outputs to strict deadline and standards.

General:

- Empathy with the aims and objectives of a modern trade union organisation
- Proven commitment to promoting Equal Opportunities in the work place
- Willingness and flexibility to undertake a wide of variety of tasks as they arise.

Other Information:

Please send 3 copies of the completed application form along with a copy of the recruitment and disability form to Sue Stephenson, Finance Department, UNISON Centre, 130 Euston Road London NW1 2AY or email s.stephenson@unison.co.uk by no later than **5pm on Monday 3rd June 2019** quoting **ref: ORD/15**.

Interviews will be held on Tuesday 11th June 2019. .