

## **UNISON FINANCE DEPARTMENT– NATIONAL OFFICE**

### **Job Brief: Finance Manager (Fixed Term – 12 months)**

#### **JOB DESCRIPTION**

Grade: Grade 3  
Hours: 35 hours per week  
Location: Finance Department, National Office  
Reports to: Financial Controller

#### **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
- 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.
- Responsibility for the integrity and security of IT aspects of the Finance System. This will include coordination of relationships with internal and external suppliers of IT to the Finance department, across the entire department and ensuring the integrity of reports used by Finance and budget holders across the entire organisation. Responsibility for IT training within Finance and the coordination of upgrades to the Finance system.
- 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
- 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

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#### **PERSON SPECIFICATION**

UNISON is an equal opportunity 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 Policies. It is given to all 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
- Understanding of GDPR polices and procedures.