

UNISON FINANCE DEPARTMENT– NATIONAL OFFICE

JOB DESCRIPTION

FINANCE MANAGER x 2

Grade: 3

Hours: 35 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 the provision of financial information to those groups
- Assisting the coordination 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

PERSON SPECIFICATION

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 the 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 policies and procedures.