

**UNISON
FINANCE/ MEMBERSHIP ADMINISTRATOR
EAST MIDLANDS REGION
REF:R2/91**

JOB DESCRIPTION

Grade: 7

Hours: 35 hours per week

Reports to: Regional Administration Manager

OVERALL SUMMARY

Working within the Finance & Membership Team, the post holder is responsible for all aspects of financial administration in relation to the Region's Operational Budget, Lay Member Budget and associated accounts, including Labour Link. In addition, the post holder will be required to undertake a range of administrative functions in relation to RMS. The post holder will be required to work using their own initiative and without direct supervision, including providing reports to the RMT, senior lay officials and national colleagues.

KEY TASKS AND RESPONSIBILITIES

Managerial

Will be responsible for organising workflow to ensure the output of high-quality accurate work.

Will be required to manage specific tasks within both the finance and Membership sections and provide regular management reports, e.g. support in processing Honoraria, AFRs, Branch AGMs and Branch Officer changes. List not exhaustive

Financial

- Responsible for the monitoring, reconciliation and completion of monthly, quarterly/year end regional accounts. To provide support for branch accounts under regional supervision.
- Processing expense payments.
- Responsible for processing all authorised payments and managing the expenditure for goods and services
- Manage income and expenditure
- Responsible for the administration of the office petty cash flow and completion of the required disbursement to send to Head Office
- Prepare financial reports for the RMT, FDOC and senior lay officials
- Process and issue cheques using ORCA and the on-line banking system
- Prepare budget spreadsheets to record expenditure, as appropriate
- Prepare draft budgets in line with financial timescales for submission to the Regional Administration Manager, also half yearly budget forecast preparation
- Prepare draft lay budget for submission to the Regional Council
- Monitor and complete the quarterly and year end accounts for Labour Link
- To act as regional contact for the online branch accounting package and advise/support branches accordingly

- Day to day checking and coding of all invoices, budget reports and general transaction reports. Maintain records for the monitoring of expenditure to ensure budget control

Membership

- Data entry/processing and working to the requirements of the Data Protection Act as outlined with the approved RMS Training Course.
To be responsible for dealing with membership/subscription enquiries and be an effective source of communication/information.
- To calculate and process banding refunds
- To process honoraria payments and provide reports to the regional finance committee as appropriate
- Data entry/processing and working to the requirements of the Data Protection Act as outlined within the approved RMS Training Course
- To be responsible for dealing with membership/subscription enquiries and be an effective source of communication/information
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Administration

- To ensure that efficient and effective administrative systems are in place to support duties/responsibility of the post

Communications (Internal and External)

- Prepare agendas and take action notes and ensure decisions are followed up and implemented.
- Attendance and support at Regional Finance Committee.
- Provide advice and guidance to managers, staff and branches on financial and membership policies and procedures.
- Negotiate and resolve any errors relating to invoices/payments
- Deal with difficult financial queries in person or over the telephone/Microsoft teams
- Maintain and provide budgetary information to the management team and regional committees.
- Provide financial support to staff/senior lay activists to ensure the delivery of UNISON's key objectives

Specialist/Technical

- Produce budget, financial and membership reports as required using a wide range of information technology, including financial and membership information systems

General

- To be able to travel throughout the region and to national office as required
- Any other duties relevant to the post

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PERSON SPECIFICATION

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race, marital status, gender, sexuality, disabilities or age. This Person Specification is designed to help members of the Interviewing Panel judge the qualities of the interviewees in a systematic and consistent way in accordance with UNISON's Equal Opportunities Policy. It is given to all job applications for information.

Managerial

- Is responsible for the efficient organisation of workflow to produce high quality accurate work

Financial

- Process knowledge of accounting practices and financial software
- Ability to produce financial reports for the RMT/senior lay officials
- Ability to monitor the region's accounts
- Ability to prepare and monitor budgets throughout the year
- High standard to accuracy
- High standard of numeracy

Administration

- Develop and maintain electronic filing systems
- Ability to work pro-actively using own initiative
- Ability to assess workload and priorities within their area of work
- Good team working skills
- Prepare draft letters of response
- Committee administration

Communication

- Ability to communicate clearly both in writing and verbally to staff, branches and external bodies at various levels
- Good telephone manner, demonstrating patience and understanding
- Proactively responding to queries as and when necessary
- Ability to advise budget holders regarding policies/procedures
- Ability to work effectively and as part of a team

Specialist/Technical

- Fully competent in using software packages, databases and Microsoft Office
- Ability to prepare and develop complex spreadsheets
- Accurate data input skills with good attention to detail
- Working knowledge of software packages and databases such as Orca, financial systems, SharePoint and Microsoft Office applications
- Ability to learn new applications as and when required

- Sound knowledge and application of large databases
- Application and knowledge of electronic budgeting and financial systems
- Ability to interpret financial data
- To make effective and efficient use of all forms of communications

General

- Ability to ensure confidentiality
- Empathy with the aims and objectives of UNISON
- Commitment to promoting equal opportunities in the workplace
- Ability to work to deadlines
- Ability to work under pressure
- Awareness of the requirements to the Data Protection Act