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National Union of Journalists

Headland House

72 Acton Street

London WC1X 9NB

Personel@nuj.org.uk

[www.nuj.org.uk](http://www.nuj.org.uk)

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March 2022

**NATIONAL UNION OF JOURNALISTS**

**HEAD OF FINANCE & MEMBERSHIP**

**Job application pack**

**DEADLINE FOR RETURN OF COMPLETED APPLICATIONS: 31st March 2022**

**Job Description**

 HEAD OF FINANCE & MEMBERSHIP

Working directly to the **National Union of Journalists** (NUJ) General Secretary, the Head of Finance & Membership is part of the senior management team, providing a high level of financial acumen, strategic planning, and hands-on delivery in all matters concerning finance and membership, in order to further the interests and growth of the union. This is a visible, outward facing role where immaculate, confident, and knowledgeable presentation skills are essential and will regularly be required.

**VACANCY**

Based at the NUJ Head Office in London, the post holder will be responsible for the Union’s finances and oversee the running of the membership department. This role has line management responsibility for the Membership Officer, in charge of the day-to-day line management of the membership team, and the Finance & Membership Assistant on matters of finance. Responsibilities include:

**Finance:**

* The preparation, submission, and presentation of:
	+ UK Annual statutory accounts and related audit evidence together with completion of AR21 and AR(NI)21
	+ Monthly management accounts
	+ Annual budget process alongside the NUJ General Secretary, budget reports and dealing with related queries
* Assist in the system of budgetary control including the investigation of variances
* Responsible for the direct debit, SEPA and BACS processes
* Full responsibility, participation, and reporting of audit processes, including financial and membership based, and liaison with external auditors
* Financial management and reporting
* Manage the cash flow
* Reporting as required to the NUJ General Secretary, NUJ Finance committee, National Executive Council (NEC), Certification Officer
* Attendance at NEC, Finance Committee, Development Committee, Policy Committee, and the NUJ Delegate Meeting
* Act as servicing officer for the union’s Finance Committee
* Quarterly VAT returns
* Monthly payroll processing, general journals and overseeing the Irish payroll.
* The processing of year-end returns in respect of salaries and benefits in kind
* Liaising with the union’s lay Honorary General Treasurer and branch treasurers
* Processing and payment of branch management allowances
* Produce the payment procedures document and disseminate to staff, committees, and councils
* Act as one of the employer pensions trustees for union pension schemes
* Liaison with solicitors, insurance brokers, banks, actuaries, managing agents, etc.
* Financial oversight of funded project work, requiring liaison with external freelance and Government funding bodies
* Maintain the petty cash system

**Membership**:

* Oversee the running of the membership department in liaison with the Membership Officer

**Relationships and collaboration:**

* Liaison with NUJ senior management, officials, members, union lay reps and branch officers
* Devise and drive forward a strategy working with colleagues in industrial areas to improve membership recruitment and retention
* Attend and participate in union recruitment processes and attend various union events, as and when required.

**Line Management:**

* Encourage a proactive, positive, and professional approach to both internal and external stakeholders.
* Promote inter-departmental working across the union, with a special emphasis on working alongside the industrial sectors in order to enhance recruitment and retention efforts
* Identify training requirements and support individuals to achieve high standards in all areas of their work

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* Ensure that all team members are able to work across the department, carrying out the breadth of departmental tasks and responsibilities
* Share all relevant information obtained whilst in attendance at, or via communications from both internal and external stakeholders, to ensure the development of overall departmental knowledge
* Feedback to individual team members personal areas of improvement and praise areas of distinction

***Membership Officer***

* Provide leadership, advice, and strategic guidance
* Oversee the development and initiation of an internal membership service level agreement, in order to set and maintain a high standard of customer service and service delivery
* Review the membership department handbook

***Finance & Membership Assistant***

* Provide leadership, advice, and guidance
* Oversee the processing of weekly purchase invoices and expenses payments
* Oversee the analysing monthly credit card expenditure
* Oversee the coding and processing of monthly bank transactions
* Oversee the bank reconciliations for all accounts

**The ideal candidate will be able to demonstrate the following skills/experience:**

Experienced qualified accountant | Experienced team leader | Understanding of GDPR in practice | Experience dealing with solicitors, brokers and insurance companies | Experience in dealing with payroll and pension schemes | Leadership and the ability to lead by example | Experience of working in a membership department of a trade union |An understanding of statistics, critical analysis and how to interpret and present them | Excellent communication skills |Presentation delivery skills and the ability to field questions |Understanding of how to turn rules into processes and procedures | Knowledge of the media industry and its players | Excellent analytical and numerical skills | Hands on experience and competency using a CRM system | Problem solving | Conflict resolution | Experience of dealing with membership queries by phone, in person, post and email | The ability to remain confident, calm and professional under pressure | Excellent interpersonal skills | Accurate inputting with attention to detail | Ability to work autonomously, however, seeking guidance when necessary | Excellent geographical knowledge | A ‘can do’ approach to technology | Excellent hands-on knowledge of MS Office applications

**The ideal candidate will be able to demonstrate the following work ethics:**

A proactive approach to their work | A commitment to exercising confidentiality | A professional, friendly and team orientated approach to colleagues and members alike | Initiative and self-motivation | Flexible | An understanding of and interest in trade unions and their aims

**Job Title:** Head of Finance & Membership | **Department:** Finance & Membership | **Location:** London |

**Staff Chapel:** GMB | **Grade:** 11 | **Reports to:** NUJ General Secretary | **Contract Type:** Permanent | **Start Date:** ASAP |

**Annual Salary:** £57,290.31 | **Ann. London Weighting:** £3,750.00 | **Working Time:** Full-Time, 5 days a week, 32.5 hours a week | **Working Pattern:** NUJ is trialling a hybrid working pattern, which involves a minimum of 3 days in the London office and the remaining 2 days working from your permanent residence. There may be a requirement to work 5 days in the office, dependant on business needs.

**APPLICATIONS:** Cover letter demonstrating suitability for the role, signed GDPR notice and completed application form to be sent to personnel@nuj.org.uk to arrive no later than **31st March 2022**

**VACANCY**

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## APPLICATION FORM

**Finance & Membership Assistant**

# CONFIDENTIAL

|  |  |
| --- | --- |
| **Surname:** |  |
|  |
| **Other names:** |  |
|  |  |
| **Address:** |  |
|  |  |
| **Contact details:** | **Mobile:** |  |
| **Email:** |  |
| **Home no.:** |  |
|  |
| **Where did you hear about this vacancy?** |  |
|  |
| **HOW TO APPLY**If you would like to apply for this role, please complete the application form, GDPR Privacy notice and send along with a covering email to personnel@nuj.org.uk explaining why you feel that you satisfy the criteria and would be able demonstrate your suitability for the role.**DEADLINE FOR RECEIPT OF APPLICATIONS:****NOON****31st March 2022**Please note that applications received after the close of applications will not be accepted.  |

THIS PAGE WILL BE REMOVED DURING THE BLIND SHORTLISTING PROCESS

## Equality and Diversity Monitoring Form – *(FOR PERSONNEL USE ONLY)*

|  |  |
| --- | --- |
| **1.** | **What best describes your gender?** |
|   |   | Male |   | Female Non-binary Trans Prefer not to say Prefer to self- describe |
| **2.** | **Do you consider yourself to be disabled?** |
|   |   | Yes |   | No Prefer not to say  |
| **3.** | **What is your age?** |
|  |  | 18-28 |  | 29-39 |  | 40-50 |  | 51-61 |  | 62+  |
| **4.** | **What is your sexual orientation?** |
|   |   | Lesbian/Gay woman |   | Gay man |   | Bisexual   |   | Heterosexual/Straight |   | Other |   | Prefer not to say |   | Prefer to self-describe |
| **5.** | **What do you consider to be your ethnic origin?** |
|  | **A** | White |
|  |  | British |
|  |  | English |
|  |  | Scottish |
|  |  | Welsh |
|  |  | Irish |
|  |  | Other White background, please state which |  |
|  |  |  |  |
|  | **B** | Mixed |
|  |  | White and Black Caribbean |
|  |  | White and Black African |
|  |  | White and Asian |
|  |  | White and Chinese |
|  |  | Other Mixed background, please state which |  |
|  |  |  |  |
|  | **C** | Asian |
|  |  | British |
|  |  | Irish |
|  |  | Indian |
|  |  | Pakistani |
|  |  | Bangladeshi |
|  |  | Other Asian background, please state which |  |
|  |  |  |  |
|  | **D** | Black |
|  |  | British |
|  |  | Irish |
|  |  | Caribbean |
|  |  | African |
|  |  | Other Black background, please state which |  |
|  |  |  |  |
|  | **E** | Chinese |
|  |  | British |
|  |  | Irish |
|  |  | Chinese |
|  |  | Other Chinese background, please state which |  |
|  |  |  |  |
|  | **F** | Middle Eastern/North African |  |
|  |  |  |  |
|  | **G** | Other ethnic background, please state which |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **1** | **Academic history / Qualifications, including languages:** |
|  |

|  |  |
| --- | --- |
| **2** | **Employment history** (*please include dates and reasons for leaving in every case*): |
|  |

|  |  |
| --- | --- |
| **3.** | **Describe your financial responsibilities within your current position** |
|  |

|  |  |
| --- | --- |
| **4.** | **What is your experience presenting financial reports to management level stake holders?** |
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| --- | --- |
| **5.** | **Describe your management style and experience** |
|  |

|  |  |
| --- | --- |
| **6.** | **Tell us why you believe you would be suitable for this role?** |
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| --- | --- |
| **7.** | **Why do you want to work for a union, and why the NUJ?** |
|  |  |

|  |  |
| --- | --- |
| **8.** | **Please provide the details for two referees. At least one should be your current employer, or last if not currently employed. We will only make contact if you are offered the position** |
| **a)** |  |
| **b)** |  |