



**ASLEF FINANCE MANAGER**  
**£66,204 for 28 hour week**  
**(£62,820 plus London weighting £3,384)**

A vacancy has arisen in the ASLEF Finance Department for a qualified Finance Manager.

The successful candidate will manage the Finance Department of the Union on a day-to-day basis reporting to the General Secretary and through the General Secretary to the Executive Committee. The post holder will be responsible for all the financial affairs of the union and supervise a small accounts team.

ASLEF strives to be an equal opportunities employer.

Please see attached job description, person specification and application form.

Please return application forms to [proctork@aslef.org.uk](mailto:proctork@aslef.org.uk). All applications will be acknowledged.

Closing date for the return of completed application forms is **27 February 2022.**

**Interviews on the 2<sup>nd</sup> and / or 3<sup>rd</sup> March 2022.**

## **ASLEF FINANCE MANAGER**

### **PERSON SPECIFICATION**

#### **ESSENTIAL**

- Qualified accountant.
- Minimum of five years financial experience with exposure to the not for profit sector and pension schemes.
- Demonstrable ability to work as a team member.
- Ability to manage and prioritise workload as necessary.
- Ability to work with accuracy and attention to financial details.
- Ability to appreciate and maintain the need for confidentiality.
- Ability to work to deadlines.
- Ability to work unsupervised.
- Excellent written and verbal communication skills.
- Good ICT skills.
- Managerial experience
- A demonstrable understanding of and commitment to equal opportunities.
- A demonstrable understanding of and commitment to the trade union movement.

#### **DESIRABLE**

- Previous experience of working in the trade union and labour movement.

## **ASLEF FINANCE MANAGER**

### **JOB DESCRIPTION**

The post holder is responsible to the General Secretary and is required to carry out their instructions and is also required to:

- Manage and delegate duties to members of the finance team to ensure that they understand priorities and organise their work time to best advantage of ASLEF and the department.
- Maintain financial confidentiality at all times.
- Cover the work of the finance assistants during holiday periods.
- Compile the ASLEF monthly financial statements and supporting information together with an agenda for the finance committee and prepare minutes thereafter
- Report monthly to the Executive Committee on financial matters.
- Prepare quarterly VAT returns.
- Prepare audit file, annual accounts and form AR21 for external audit and manage process, ensuring ASLEF's statutory obligations are met and Rule Book is adhered to.
- Attend and report as required to AAD and manage expense payments to delegates.
- Prepare annual forecast of income and expenditure.
- Prepare forms P11D and PAYE Settlement Agreement on annual basis.
- Maintain banking arrangements and financial management.
- Act as employer administrator of ASLEF Officers and Staff Superannuation Fund and secretary to the trustees to also include investment of surplus funds, dealing with actuaries and legal adviser and preparation of annual accounts for audit.
- Manage insurance matters.
- Manage ASLEF properties and assets and liaise with Managing Agents monthly regarding rent receivables including managing ASLEF lease renewals with tenants at Head Office
- Deal with emails and correspondence arising.
- Maintain accounts of the ASLEF Trustee Company Ltd.
- Preparation of ad hoc financial reports.
- Assure the General Secretary and the Trustees receive regular reconciled investment reports and that investments are managed and reconciled in a way which will achieve agreed objects are managed properly and that performance and management checks are carried out.
- Organise meetings, with our bankers, investors, ASLEF trustees and ASLEF pension fund trustees, and other persons, institution you will be required to deal with on the General Secretary's behalf.
- Organise GS and Trustee (ASLEF) meetings with brokers and advisors as necessary
- Organise bi annual ASLEF Pension Fund trustee meetings with advisors
- Ensure investment policy is maintained
- Ensure relationship with the bank and other institutions is maintained
- Assist GS in managing relationship with the ASLEF solicitors to control costs.

- Report immediately to the General Secretary any irregularities. Ensure any matter that can affect the financial security of ASLEF is regularly reported to the General Secretary.
- Explore and initiate opportunities for reducing costs, maximising efficiency and improving the service provided to members, officers and representatives and for ensuring the long-term financial independence of ASLEF.

## **ROLE OF HEAD OF DEPARTMENT**

You will need strong communication skills and the ability to organise and delegate to ensure effective collaboration within the department.

Responsibilities:

- Oversee day to day running of the department.
- Establish good working relationships with colleagues.
- Promote a professional, respectful and supportive team environment.
- Ensure that your team are regularly briefed and effectively communicate with each other
- Hold monthly team meetings
- Delegate tasks, taking into account colleagues' workloads, strengths and weaknesses.
- Supervise to ensure that allocated workloads are manageable and tasks are completed.
- Resolve issues and discuss conflicts that arise between team members.
- Manage and monitor staff attendance to assure that the department has cover.
- Hold regular 1-to-1 meetings.
- Monitor performance and give feedback on individual staff member performance in a tactful and sensitive manner.
- Raise concerns for colleagues' wellbeing.
- Attend quarterly Head of Department meetings with the General Secretary.
- Report to the General Secretary.
- Complete training for Heads of Department.