



SCOTTISH TRADE UNION CONGRESS

FINANCE & PAYROLL OFFICER

SALARY: £32,028 - £33,179 - £34,682 / 34 HOURS PER WEEK

JOB DESCRIPTION & PERSON SPECIFICATION

Line Management:

The Finance & Payroll Officer is line managed by the Finance Manager and is part of the STUC Operations Team.

Job Overview:

The Finance & Payroll Officer is responsible for the management, maintenance, and operation of payrolls for both STUC staff and STUC pension scheme members.

This post also plays a key role in the maintenance and operation of multiple accounting ledgers to provide timely and accurate information in support of the STUC and its subsidiary organisations and projects.

Job Description:

- **Payroll:** Processing of payroll for circa 30 staff, including allowances, expenses, and deductions; starters and leavers processing in conjunction with HR; complying with HMRC Real Time Information submission deadlines; payroll year end and P60s and P11Ds; and accurate record keeping.
- **Pension Scheme:** Processing of payroll for circa 20 pensioners; liaising with pension scheme provider; and management of pension auto-enrolment compliance.
- **Financial & Management Accounting:** Coordinate both sale and purchase ledgers, including invoicing, cost allocation, and payments and reconciliation; assisting with the production of balance and profit & loss sheets; assisting the Finance Manager with budget and forecasting calculations; and assisting with financial year end and audit processes.

- **Banking:** Responsible for bank receipts and payments reconciliation for a number of bank accounts; assisting with cash flow management; and petty cash admin.
- **Credit Control:** Coordinate debtor management; provide accurate information to budget holders; assist with recovery of debts.
- **Tax:** Reconcile and pay monthly PAYE/NI for both staff and pensioners; produce and process quarterly VAT returns; and payment of annual Corporation Tax.
- Use and development of SAGE and IRIS Payroll systems.
- Provide advice and guidance to STUC staff on internal financial and payroll related issues.

Person Specification:

Essential:

- A commitment to the values of the Scottish Trade Union Congress.
- SCQF Level 7 qualification in Accounting/Business/Finance or a related field and/or equivalent experience.
- Demonstratable experience of completing payroll administration.
- Sound knowledge of accounting and bookkeeping procedures
- Strong IT skills, in particular MS Office suite (particularly Excel and Word) and related accounting software such as Sage and IRIS Payroll.
- Familiarity with GAAP and business principles and practices.
- Superior attention to detail and organisational, planning, problem-solving and analytical skills.
- Strong interpersonal skills and the ability to work as part of a small team with honesty, integrity, and proven customer-service skills.

Desirable:

- Previous experience of pension administration and/or payroll.
- Previous experience of digitalising financial systems and processes.