



**SCOTTISH TRADES UNION CONGRESS**  
**Finance & Payroll Officer**  
34 hours – £32,028 - £33,179 - £34,682

The STUC – Scotland's Trade Union Centre – is seeking to recruit a **Finance & Payroll Officer** to join our busy Finance Team.

This is a full-time permanent role. We offer an excellent package of benefits including 42 days paid leave per year, family friendly policies, a staff pension scheme, and homeworking options.

The STUC has recently moved to a purpose-built trade union centre in Bridgeton, Glasgow.

We are recruiting for this role in preparation for the retirement of a long-standing member of the team. The successful candidate will benefit from an extended handover period. We are particularly interested in hearing from candidates who have experience of digitising financial processes and have experience of pension admin and support.

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

The 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.

Candidates must have a commitment to trade union values.

- **We welcome enquiries from everyone and value diversity in our workforce.**
- **We are willing to consider flexible working arrangements.**

Recruitment packs can be obtained by request from: [snelson-cruddas@stuc.org.uk](mailto:snelson-cruddas@stuc.org.uk) or by downloading from the STUC website

**Closing date for receipt of applications is Friday 13<sup>th</sup> May 2022 at 4pm**

**Interviews will take place on Tuesday 17<sup>th</sup> May 2022.**