



JOB DESCRIPTION

Membership & Finance Administrator

Reports to:

Secretary of the Energy Branch of Unite the Union

Starting salary: €38,500

Job Overview:

To provide a high level administrative and financial support to the Energy Branch

To provide a high level of service to union members within the Energy Branch on the phone and in person

Responsibilities and Duties (*This job description list is not exhaustive of all duties but contains the key elements of the role*):

Administration

- Provide full secretarial/administrative support as required eg diaries, meetings, minutes etc.
- Processing membership applications and keeping membership data up to date
- Answer queries and provide assistance to members, representatives, Office Holders of the Branch and other trade unions
- Ensure shop stewards'/workplace representatives' listings are up to date on the membership system
- Assist in running ballots for members using the membership database
- Arrange Legal services to members eg free half hour, free will service, personal injury claims
- Maintain databases and run regular reports as required using Word and Excel programmes
- create and maintain filing and other office systems

Finance

- Prepare quarterly Branch financial returns for auditing purposes and ensuring branch finances are kept up to date
- Ensuring all entries (income and expenditures) for the Branch are processed; checked and allocated accordingly
- Keep petty cash secure and ensure that any cash paid or received is properly verified, controlled and monitored to avoid theft or fraud
- Ensure members' expenses are checked, authorised and processed
- Administer Union benefits for members in the Branch

General

- Undertake any other administrative and financial functions required by the Secretary and other Office Holders of the Branch
- Seeks to continually improve procedures and processes relating to all of the above areas



Job Specification
Membership & Finance Administrator

Qualifications & Experience required

- Certified Accountancy Qualification (Stage 1 Minimum)
- Previous office experience in an administrative and accounting capacity
- Competent use of all Microsoft Office applications with a minimum standard of Advanced Excel and Advanced Word qualifications are essential
- Shorthand, Speedwriting, note taking

Skills/Knowledge/Ability

- High level of IT competency
- Excellent interpersonal skills and ability to communicate with people at all levels
- Excellent analytical and numerical skills
- Ability to draft reports, correspondence and information for committees
- Ability to work under pressure, meet deadlines and prioritise work loads
- Understanding of the principles of Trade Unions representing working people

Please note:

- 1) The above examples are the types of evidence we will look for from candidates and are not exhaustive*
- 2) Only those candidates demonstrating strong evidence in all areas will be short listed for interview*