



## LOCAL PARTY / GROUP TREASURER

### The overall role of a treasurer is to:

- o Maintain an overview of their accounting unit's affairs.
- o Ensure its financial viability.
- o Ensuring that proper financial records and procedures are maintained.
- o Comply with the provisions of the *Political Parties, Election and Referendum Act* (PPERA) including monthly donation reporting no later than the **10th of every month**.
- o Submit the accounting unit's annual accounts by the deadline of **15<sup>th</sup> March**.

### General responsibilities

- o To ensure that the local party / group complies with its constitution; federal/state/regional constitutions; PPERA; company law; and any other relevant legislation or regulations.
- o To ensure that the local party / group pursues its objects as defined in the constitution.
- o To ensure the local party / group applies its resources exclusively in pursuance of its objects.
- o To contribute actively to the accounting unit's executive in giving firm strategic direction to the organisation; setting overall policy; defining goals; setting targets and evaluating performance against agreed targets.
- o To safeguard the good name and values of the Liberal Democrats.
- o To ensure the effective and efficient administration of the local party / group.
- o To ensure the financial stability of the accounting unit.
- o To protect and manage the property of the local party / group.

### Additional duties of the treasurer

- o Overseeing, approving and presenting budgets, accounts and financial statements.
  - o Being assured that the financial resources of the local party meet its present and future needs.
  - o The preparation and presentation of financial reports to the executive and the Annual General Meeting (AGM).
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## MODEL JOB DESCRIPTION



- o Ensuring that appropriate accounting procedures and controls are in place.
- o Liaising with any paid staff and volunteers about financial matters.
- o Advising on the financial implications of the local party / group's strategic plans.
- o Ensuring the organisation's compliance with legislation.
- o Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The Electoral Commission.
- o If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented.
- o Keeping the accounting unit's executive informed about its financial duties and responsibilities.
- o Contributing to the fundraising strategy of the local party / group.
- o Making a formal presentation of the accounts at the AGM and drawing attention to important points in a coherent and easily understandable way.

### **Treasurer person specification**

- o Commitment to the Liberal Democrats.
- o Willingness to devote the necessary time and effort.
- o Strategic vision.
- o Good, independent judgement.
- o Strong IT Skills.
- o Ability to think creatively.
- o Willingness to speak their mind.
- o Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- o Ability to work effectively as a member of a team.

Please note that training will be provided. For further information about the role, please contact the Compliance Team by emailing [compliance@libdems.org.uk](mailto:compliance@libdems.org.uk)

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