

**COMPLIANCE MANAGER  
LDHQ, Westminster SW1P**

**Salary: £30,000 - £35,000 p.a.**

**JOB SPECIFICATION**

<b>Job Title:</b>	COMPLIANCE MANAGER
<b>Responsible to:</b>	Head of Compliance
<b>Salary:</b>	£30,000 - £35,000 pa <i>(Review after satisfactory probation period)</i>
<b>Benefit:</b>	8% Employer's Pension Contribution
<b>Tenure:</b>	Permanent
<b>Hours:</b>	Full time 37,5 hours/week
<b>Location:</b>	Lib Dems Headquarters, Westminster, London SW1P
<b>Start:</b>	Immediately

**Purpose of job**

Compliance department ensures the Party's compliance with the Political Parties, Elections and Referendums Act (PPERA) by completing and delivering accurate and timely reports to the Electoral Commission.

**Background**

This is an exciting time to join the Liberal Democrats and to be working in British politics. We had our best result ever in the European parliamentary elections, electing 16 MEPs and garnering a 20% national vote share; we also achieved a record-breaking result in the May 2019 local elections, gaining over 700 new councillors across England. Our Exit from Brexit campaign has been a major force in mobilising public opinion in favour of a People's Vote; our party membership is at an all-time high of 100,000; and we are in the midst of electing a new Leader who will take the Party forward and further build on the growth and success we have achieved. We are also preparing for a People's Vote or a general election [or both] which could take place later this year or in early 2020.

### **Key Responsibilities**

- 1 Statutory Reports on donations and loans for the whole party every quarter to the Electoral Commission
- 2 Statutory submission of accounts over £25k and over £250k each year to the Electoral Commission
- 3 Statutory Reports on Party Campaign expending
- 4 Assisting Accounting Units with financial controls
- 5 Maintaining the Party's Registration documents with the Electoral Commission.
- 6 Attendance at quarterly meetings of the Political Parties Panel which advises the Electoral Commission and Cabinet Office
- 7 Attendance at Federal and State Party meetings as required.
- 8 Carry out any other reasonable duties as directed by the Head of Compliance.

### **PERSON SPECIFICATION**

#### **Essential Skills and Experience**

1. At least 1 year of experience as Local Party treasurer or Compliance officer in the finance service environment
2. Good analytical skills
3. Ability to work under pressure to tight deadlines
4. A clear, detailed, logical approach with excellent record keeping
5. Experience of dealing with the public and statutory bodies
6. Excellent communication and interpersonal skills
7. Great attention to detail with the flexibility to manage multiple tasks simultaneously
8. Effective organisation and prioritising and administrative skills
9. Be a strong team player with a flexible, pragmatic and collaborative approach to work
10. Good MS Office skills, MS Excel skills in particular
11. Sympathy with the aims and values of the Liberal Democrats.

#### **Desirable Skills and Experience**

1. Electoral Law knowledge
2. A desire to develop a career within Compliance
3. Visual Basic application
4. Understanding of the structure of a Political Party

### **APPLICATION PROCEDURE**

For questions and further details, and to submit an application, please contact:  
[hr@libdems.org.uk](mailto:hr@libdems.org.uk) attaching: -

- 1) A copy of your CV; including complete work history
- 2) A Covering Letter; no more than 2 pages of A4 in length, indicating clearly how your experience and skills meet the criteria stated in the job and person specification. Please also write your name on top of your supporting statement.

**Closing date: Thursday 18<sup>th</sup> July 2019, Midday**

Interviews will be conducted w/c 22<sup>nd</sup> July

**Please note:** We will not be able to employ you if you are not eligible to work in the UK. We will not be able to obtain a work permit on your behalf.

Applicants are encouraged to inform us if any reasonable adjustments are needed to be made during any part of the recruitment process.

Please let us have details of your current salary and two referees including one from your current employer – if you would prefer us not to contact them until a later stage of the selection process, please let us know.

We will notify all applicants when the process is complete.

**The Liberal Democrats are equal opportunity employers and particularly welcome applications from groups who are currently under-represented in our staff.**