

Volunteer Role - Federal Finance and Resources Committee

Location: Flexible (with various meetings taking place via Zoom)

Time requirement: Variable, roughly two hours a week

Remuneration: N/A this is a volunteer role

Introduction

This is a volunteer non-executive opportunity to help ensure the stability and success of the leading voice for a liberal, open society.

Background

FFRC reports directly to the Federal Board and to Conference, planning and administering the finances of the Federal Party. It leads the budget process, presents the audited annual account to Conference, oversees the party's regulatory compliance and works particularly closely with HQ staff on the operation of the party. More information can be found in [Article 12 of our Constitution](#).

FFRC meets at roughly six times a year, scheduled outside of working hours, and this role can be conducted remotely. Reasonable travel expenses will be reimbursed. This vacancy is for one of the committee members elected by the Federal Board.

Responsibilities

- Attend the regularly scheduled meetings
- Assist the preparation of the party's annual budget and reporting to external regulators and conference
- Support projects as they arise and provide input into strategic decision making around resources
- As necessary, advise, encourage and mentor staff

This role would suit someone looking for a first non-executive position. Experience of managing finances is desirable but may have been gained in a variety of contexts. Also desirable is experience with understanding and managing how financial decisions sit within a complex stakeholder environment. Applicants must be able to pass a fit and proper persons test. A commitment to the Liberal Democrats is required but evidence of substantial prior involvement is not and induction will be available. The Party is keen to encourage new talent.

The Liberal Democrats are committed to diversity and inclusion and we welcome applications from candidates from all walks of life.

For questions and further details, and to submit an application, please contact:

jack.coulson@libdems.org.uk

Please apply by email attaching:

- A copy of your CV; including complete work history
- 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.

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

This advert will close on Monday 15th February.