

Labour International Executive Committee (LIEC)

Treasurer

Job Role

Who are we?

Labour International (LI) is the constituency party for UK Labour Party members living abroad.

Labour International (LI) has seen considerable changes in the last 5 years: a massive increase of membership from 700 to over 3,000 members and an increase of branches from 7 to 25 branches. The structure of LIEC has also changed from a small executive of 6 members to one of 14 members and also co-opted non-voting members. This has resulted in an explosion of member and branch activism.

The LIEC is the administrative body of LIEC. The officers act in a voluntary capacity and are elected by LI members every two years. The principle role of the LIEC is to ensure that LI runs smoothly and effectively.

We also have a delegate-based General Committee (GC) that is responsible for determining LI policy.

What will be your role?

This is a key volunteer role and offers an opportunity to be at centre stage of transforming LI into an active and connected CLP, campaigning to promote Labour Party policies and a Labour Party victory in General Elections.

The CLP Treasurer plays key role in every constituency, ensuring the local party complies with the party funding laws as well as helping the CLP to build the financial resources it needs to run effective campaigns by setting budgets and fundraising targets.

It should be noted that there are statutory duties as set out in the Political Parties Elections and Referendums Act 2000 (PPERA) which regulates all aspects of the Party's finances from CLPs up to the national Party. The Treasurer shares the legal responsibility for the CLP's finances with the CLP Chair who is also the Deputy Treasurer.

- To keep accurate financial records throughout the year,
- To produce an Annual Statement of Accounts
- To identify and check donations and loans received/taken out by the CLP and report them to head office at the end of each quarter.

In addition:

- Contributing to LI becoming an outward looking CLP by ensuring that LI members are up-to-date with LI and LP business, so that they can work

together for a Labour Victory

- Together with LI equality officers taking steps to ensure that young, women, BAME, LGBT and disabled members are adequately represented and supported.
- With the LIEC, working to ensure that members of LI are not subjected to harassment or abuse within LI and the LP, including at branch and group meetings and online.
- Ensuring that LI members are aware of the [guidelines and code of conduct](#).

What your role will include:

Working with other LIEC officers, and talking to LI members, you can decide the priorities of how this role should be developed and what is needed for the smooth running of LI. Here are some ideas of what this might involve:

- Keep accurate accounts of LI finances on a regular basis and report to the LIEC on a monthly basis.
- Compile a statement of Annual Accounts at the end of the calendar year, for approval by the auditors in the first quarter of the year and forwarded to the Governance and Legal Unit by 30 April on the allotted forms .
- Be a signatory on all bank accounts held by the CLP – general, premises, campaign etc. and receive the bank statements. The CLP's signatories on the bank accounts should be 3 or 4 current officers with 2 signatures being required on cheques etc.
- Arrange for the appointment of 2 Auditors, who should audit the accounts before they are approved by the General Meeting.
- Make a yearly budget plan including fundraising, campaigns, elections and contingency so that everyone is clear how much money is needed to meet the current year's expenditure and to build a campaign fund for future elections.
- Report all donations and loans of more than £500 must be reported in your CLP's Quarterly Donation and Loan Report to Head Office. Amounts of £500 or less don't need to be reported, submitting a nil report if there were not donations or loans of more £500.
- Report any donations or loans of more than £500 made to a Branch and include total branch income and expenditure in your annual accounts.
- Check that any donors that donate more than £500 are permissible and are on the UK electoral register at the time of the donation. This must be done within 30 days of the donation. Also check if there are any political or reputational implications in accepting a donation or loan.
- Once donations and loans are reported to Head Office they are formally recorded in a central register held by the Governance and Legal Unit.

See also: <https://labour.org.uk/members/my-membership/my-local-party/local-team/clp-treasurer/>

What skills/knowledge should you have?

- You will need regular personal access to the internet.
- You will need to be numerate – have a head for figures
- Able to use, or willing to learn to use Excel spreadsheets.
- Able to use, or are willing to learn how to use LI communication tools such as email, word documents, Slack and social media.
- A working knowledge of the party organisation at branch, CLP and national level, and the LP and LI Rules and Standing Orders
- You will need to be organised and are able to prioritise work effectively under tight deadlines.

What you can bring to the job

- Good communication skills; friendly and approachable
- Enjoy working collaboratively as part of a team including information-sharing.
- A willingness to learn from others and also take the initiative
- An ability to change, adapt and work proactively.
- The ability to motivate and persuade
- The ability to delegate and develop and create a team.
- Have enthusiasm and commitment

Lines of Communication

You will be a voting member of the Labour International Executive Committee (LIEC) and will work closely with the LIEC and General Committee. You will also work alongside volunteer LI members, making sure you work together as a team.

How much time will all this take?

You will need to be available at weekends to attend LIEC, GC and some All Members Meeting meetings.

You are likely to be extra busy during local and general election times.

How to apply

Elections for all LIEC roles take place in odd-numbered years. By-elections may be held at other times if there are vacancies.

Labour international members are notified when nominations are open, and provided with a nominations form to fill in and submit.

To be nominated as a candidate you need to write a personal statement of up to 200 words stating the skills you can bring and pointing out how you would develop this role.

You also need to be nominated by two other LI members or one branch. The name, email address and membership number of each candidate and nominator must be provided with the application.

This post is NOT open to job share.

Useful Links:

Labour International website <https://www.labourinternational.net/>

GLU - legal_queries@labour.org.uk

Rulebook - <https://labour.org.uk/wp-content/uploads/2020/04/rulebook-2020.pdf>

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