

Job Description

Job title: UKPGE Returns and Advice Manager

Directorate: Regulation

Reporting to: Head of Registration and Reporting

Responsible for: 1 x Financial Reporting Adviser, 2 x Registration and Reporting Advisers (potential to line manager others)

Overall purpose

To own and manage the regulatory advice service regarding the 2019 UK Parliamentary general election to ensure that queries are answered in an accurate and timely manner. To own and manage the receipt, publication and compliance checks of statutory returns submitted by political parties and campaigners in relation to the 2019 UK Parliamentary general election.

Main Responsibilities

- Managing the procedures in place to respond to queries to the regulatory advice service regarding the 2019 UK Parliamentary general election and ensuring queries are responded to in an accurate and timely manner.
- Managing the procedures in place to ensure political parties and other regulated individuals and organisations are aware of statutory filing deadlines for the 2019 UK Parliamentary general election and submit those statutory reports on time.
- Managing the procedures in place to receive, prepare and publish the 2019 UK Parliamentary general election statutory reports, including the development and revision of those procedures in light of good practice and experience.

- Overseeing compliance checks of the 2019 UK Parliamentary general election statutory returns. Ensuring that those checks are recorded and actioned as appropriate. Manage the progress of compliance issues and the referral of issues to the Enforcement function.
- Lead on ensuring high-profile and complex issues that arise in relation to the post's responsibilities are promptly identified and resolved.
- Taking decisions in line with the Executive Scheme of Delegations.
- Providing effective line management to staff consistent with the Commission's performance management framework.
- Contribute to other aspects of the Financial Reporting team's work as required.

Additional details

The post-holder is responsible for making or managing all day to day decisions about the operational management of the procedures required to complete the responsibilities of the post. The post-holder will fulfil this role in a way consistent with the Commission's Enforcement Policy and any other applicable policies and procedures, including the QMS procedures. The post-holder is expected to communicate and report within the Commission on performance and on trends in financial reporting activity.

The post-holder, as a manager within the Regulation directorate, is expected to assist and contribute to project management both directly by managing the delivery of work streams and project plans, and by managing staff involved in projects. The post-holder is also expected to support and contribute to work across the Regulation directorate and the Commission as appropriate and as directed by line management.

Key working relationships

The post-holder has to liaise with colleagues across the Commission as necessary in order to ensure the effective management of the responsibilities of the post. The post-holder will also represent the Commission externally in relation to compliance and financial reporting issues, with a particular focus on developing and maintaining effective relationships with key stakeholders amongst parties and campaigners.

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.

Person specification

| Competency | Requirement | Essential or Desirable |
|-------------------------------------|---|------------------------|
| Specialist knowledge and experience | Educated to a minimum of GCSE/'O' level standard or equivalent or equivalent relevant experience | E |
| | Experience of working with financial data and an ability to identify difficulties in reported data | E |
| | Intermediate level of IT skills including MS Excel, Word, and Outlook | E |
| | Experience of analysing returns and highlighting potential issues and areas of non-compliance | D |
| Delivering results | A strong commitment to meeting deadlines | E |
| Problem solving | Experience of problem solving with the ability to handle the collation and presentation of data following a number of different requirements for different systems | E |
| Planning | Experience of and the ability to plan effectively in a highly scheduled role | E |
| Communication | Good oral communication and interpersonal skills | E |
| | Good written skills | E |
| Team working/managing relationships | Experience of and ability to work flexibly both with limited supervision and as part of a team | E |
| Personal effectiveness | Experience of working to tight deadlines with a high level of accuracy | E |
| Business management | Knowledge and understanding of the role and operations of political parties | D |

Bold type indicates minimum criteria