
Overview

This unit is intended to complement the more generic aspects of financial management covered within Unit E1 (from Management and Leadership). It focuses on the specific aspects of making payments to others (e.g. for facilities, materials and accommodation) and on preparing election/referendum accounts.

Target Group

This unit is appropriate to the work of Returning Officers, Acting Returning Officers, Deputy Returning Officers, Chief Electoral Officers and other 'proper officers'.

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Manage election/referendum finance

Performance criteria

Making payments to others

You must be able to:

- P1 recognise and work within imposed budgetary constraints
- P2 develop an efficient system to identify the range of recipients for payments, the amounts they are due, and the timescales within which they should be paid
- P3 determine which costs are recoverable and which costs are non-recoverable before making any payments
- P4 seek prior approval for payments from the appropriate source where necessary
- P5 make accurate and timely payments to recipients using an appropriate payment method
- P6 ensure that all legal and statutory requirements regarding payment of tax and maintenance of payment and tax records are observed
- P7 adhere to requirements regarding confidentiality and freedom of information regarding payments to others

Preparing election/referendum accounts

You must be able to:

- P8 collate all the information required for election/referendum accounts and store it safely and securely
- P9 seek advice from the appropriate sources when it is necessary to confirm what expenses can and cannot be included within election/referendum accounts
- P10 prepare complete and accurate election/referendum accounts and submit them to the appropriate body within statutory timescales
- P11 adhere to requirements for confidentiality and freedom of information regarding election/referendum accounts

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Manage election/referendum finance

Knowledge and understanding

You need to know and understand:

Legislation, policy and practice

- K1 relevant legislation, codes of practice and guidance relating to managing election/referendum finance
- K2 your organisational policies and procedures relating to managing election/referendum finance
- K3 your role, responsibilities and authority relating to managing election/referendum finance
- K4 the financial management requirements for different types of elections/referendums

Making payments to others

You need to know and understand:

- K5 how to develop an efficient system to identify the range of recipients for payments, the amounts they are due, and the timescales within which they should be paid
- K6 how to distinguish between recoverable and non-recoverable costs
- K7 the situations in which it may be necessary to seek prior approval for payments; the source(s) from which approval should be obtained
- K8 the importance of making accurate and timely payments to recipients
- K9 the range of different payment methods that may be used (e.g. cheque, BACS), and their strengths and drawbacks
- K10 the importance of complying with all legal and statutory requirements regarding payment of tax and maintenance of payment and tax records
- K11 the importance of adhering to requirements for confidentiality and freedom of information regarding payments to others; what information can be made public

Preparing election/referendum accounts

You need to know and understand:

- K12 the information required in order to prepare election/referendum accounts; the importance of storing this safely and securely
- K13 sources of advice regarding those expenses that can and cannot be included within election/referendum accounts
- K14 how to prepare complete and accurate election/referendum accounts; the potential consequences of producing incomplete or inaccurate accounts
- K15 when and how to submit election/referendum accounts; the body to which election/referendum accounts must be submitted
- K16 the importance of adhering to requirements for confidentiality and freedom of information regarding election/referendum accounts; what information can be made public

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Additional Information

Scope/range related to performance criteria

This unit covers managing finance for the following types of elections/referendums:

- 1 UK Parliamentary elections
- 2 European Parliamentary elections
- 3 Local government elections
- 4 Mayor of London and London Assembly elections
- 5 Mayoral elections
- 6 Welsh Assembly elections
- 7 Scottish Parliamentary elections
- 8 Northern Ireland Assembly elections
- 9 Referendums at local, regional and national level
- 10 Other issue-based voting events e.g. Parish Polls, Community Polls

This unit covers making payments for the following:

- 11 Staff
- 12 Facilities
- 13 Materials
- 14 Accommodation
- 15 Transport
- 16 Miscellaneous items

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Manage election/referendum finance

[Links to other
NOS](#)

1 E1 – Manage a budget

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Manage election/referendum finance

Developed by	Skills for Justice
Version number	2
Date approved	January 2012
Indicative review date	December 2016
Validity	Current
Status	Original
Originating organisation	Skills for Justice
Original URN	SFJES20
Relevant occupations	Administration; Government and Related Organisations
Suite	Electoral Services
Key words	Payment; election; referendum; accounts