

Role Description: Bath STAR Treasurer

Role:

Bath STAR Treasurer

Department:

Volunteer Centre

Duties and Responsibilities:

- To keep the books and look over accounts at each month end/checking for any problems etc.
- To oversee and track all monetary transactions.
- To attend bi-weekly STAR committee meetings.
- To approve budgets for events and major expenses.
- To allocate donations to the correct organisations.
- To help source and secure sponsorship for STAR events.

Time Commitment:

2-3 hours per week.

Venue: Finance Office, Various.

Responsible to: STAR committee, members, and the Volunteering Administrator.

Benefits:

- Acquisition of graduate skills, such as organisation, teamwork and numeracy.
- Chance to make a difference in local community.
- Meeting lots of like-minded individuals.

Opportunity:

- To manage the STAR's personal ledger and collaborate with the Volunteering Administrator, to manage charity donations and cross check with the RAG ledger.

Useful previous experience/skills needed:

- Time management.
- Financial management.

Training and Support:

- Administrative support from the Volunteer Centre.
- Management support from SU's Events Committee.
- Training sessions through the SU.

Skills Gained: Participating in this opportunity will enable you to develop and practise the following skills (marked)

Teamwork*	X	Delegation		Financial Management	X
Verbal Communication*	X	Negotiation	X	I.T.	X
Written Communication*	X	People Management		Organisation/ Planning	X
Leadership*		Time Management	X	Creativity	X
Commercial Awareness*		Marketing		Initiative	X
Problem Solving*	X	Decision Making	X		

*Skills required for The Bath Award