

This opportunity profile is designed to give you an idea of what your Executive Treasurer position will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

**Role: Executive Treasurer**

**Department: Su Activities**

**Duties and Responsibilities:**

- To be available for the approval of Society Financial Request Forms and Invoices at least twice a week in the Activities Office.
- Should aim to have all finance forms approved and processed within a week of submission.
- Report back to the Executive Committee on Societies Financial situations.
- Report on Society spending at General Meetings.
- Encourage Societies to spend money appropriately.
- Monitor and process transactions in the Societies Special Request Fund
- One treasurer will be nominated to sit on SU Finance Committee.
- Handle/discuss any disciplinary matters regarding society behaviour and form the Disciplinary Committee for such matters if necessary.
- Administer the Societies Special Request Fund.
- Schedule 1:1s between both treasurers.

**Time Commitment:**

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**Venue:**

Activities Office – Across campus

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**Responsible to:**

Society Chair  
SU Activities Officer

**Benefits:**

- Development of the society
- Enhance you CV
- Gain skills to enhance personal development.
- Volunteer Recognition programme

**Training and support:**

- Handover training with the previous Executive Treasurer
- Committee training via skills training
- Training Sessions with staff in the Finance Office

**Opportunity:**

- To develop financial skills and offer advice and support to members when required

**Useful previous experience:**

- Participation in previous society events and activities
- Knowledge of role, SU Policies and how the SU and Executive Committee works
- Organisation and good with numbers
- Good skills with money and finance
- The ability to be firm and stand your ground

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

Written Communication	✓	Teamwork	✓	Financial Management	✓
Verbal Communication	✓	Time Management	✓	I.T.	✓
Delegation		People Management	✓	Organisation/ Planning	✓
Decision Making	✓	Negotiation	✓	Marketing	

**Others (as specified below):**

**For further info contact:**

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