

BUCKS STUDENTS' UNION OPPORTUNITY PROFILE



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

Role: Treasurer

Department: Student Activities

Opportunity: The role of Treasurer offers an individual the chance to gain valuable experience in dealing with finance, a skill that is directly transferable into the work place. As treasurer you would oversee all expenditure from your club or society's fundraising accounts and ensuring the club or societies financial stability.

Benefits:

- CV enhancement
 - Hours can be accredited to volunteering
 - Hands on experience of working with your peers
 - Enhancement of like skills
 - Experience of managing budgets
 - Experience of working in a democratic environment
 - Time management
 - People management
 - Experience of sitting on committees
 - Experience in conducting meetings
 - New friendship groups outside of just your course and house mates
 - Being part of the largest collective group of students in the Students' Union
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Duties and responsibilities:

The role of treasurer involves the overseeing of the financial affairs of the club or society including budgetary control and involved the following:

- Administrating the club or society finances in accordance with the Students' Union financial regulations.
 - To keep record of all income and expenditure concerning the club. Each month a statement of account will be produced by the Students' Union office and the treasurer should check this and bring any queries to the administration staff immediately.
 - To ensure that money matters are handled honestly and above board
 - To collect any monies owed to the club or society.
 - To apply for funding via the grant form (Society only)
 - To have a termly meeting with a member of the Student Activities team.
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Training and support:

As a club or society treasurer you will be given training prior to the commencement of the academic year with regards to how to most effectively manage your time as treasurer and your roles and responsibilities. You will also receive an Athletic Union/Societies handbook to refer to throughout the course of the year. As a treasurer you will have the full support of your fellow committee as well as the resources offered from the Student Activities team including use of email, and telephone facilities. You will also have full access to your accounts within Union opening hours and will have a termly meeting with a member of the Student Activities team to report back on your accounts.

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills:

<input checked="" type="checkbox"/> Written Communication	<input checked="" type="checkbox"/> Citizenship	<input type="checkbox"/> Languages
<input checked="" type="checkbox"/> Teamwork	<input checked="" type="checkbox"/> Decision Making	<input type="checkbox"/> Physical Fitness
<input checked="" type="checkbox"/> Organisational Skills	<input type="checkbox"/> IT	<input checked="" type="checkbox"/> Networking
<input checked="" type="checkbox"/> Verbal Communication	<input checked="" type="checkbox"/> Community Awareness	<input checked="" type="checkbox"/> Creativity
<input checked="" type="checkbox"/> Time Management	<input checked="" type="checkbox"/> Problem Solving	<input checked="" type="checkbox"/> Environmental Awareness
<input type="checkbox"/> Marketing	<input type="checkbox"/> Leadership	<input checked="" type="checkbox"/> Project Management
<input type="checkbox"/> Delegation	<input type="checkbox"/> Cultural Awareness	<input type="checkbox"/> Mechanical Skills
<input checked="" type="checkbox"/> Financial Management	<input checked="" type="checkbox"/> Numeracy	<input checked="" type="checkbox"/> Learn a New Skill

Time commitment: approximately 15 hours a month

Flexible:

- Reviewing club/society finances
- Dealing with any financial irregularities
- Write a termly financial review

Fixed:

- Attend training for your relevant team, if you are a player. 1.5 hours a week (Club only)
- Attend sessions for your relevant society.
- Committee meetings. 2 hours at least once a month
- Attend termly financial review with a member of the Student Activities team.

Responsible to: Club or Society chair

Operates alongside: Athletic Union or Societies Council chair, the rest of the committee and the Student Activities team.

For further information contact:

Clubs: sport@bucks.ac.uk

Societies: susocieties@bucks.ac.uk

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