

SPORTS UNION HONORARY TREASURER – JOB DESCRIPTION

This document should provide information on the volunteer role of Sports Union Honorary Treasurer.
If you have any queries with regards to this position please e-mail Sports.President@ed.ac.uk.

Role Title:	Sports Union Honorary Treasurer
Responsible to:	Sports Union President Sports Union Executive Committee Sports Union Membership
Requirements to run:	Must have served at least one year as a Club Treasurer or have sat on the Finance Committee. Must be a matriculated student of the University at the time of election and during time in role.
Recommended skills / experience:	Experience of budget planning/management and financial planning. An awareness of Sports Union structure and organisation. Strong communication, organisational, planning, and delegation skills. Good computer and IT skills, and understanding (particularly of excel). Pro-active, and enthusiastic, individual who has the ability to work unsupervised and as part of a team. Approachable, confident and dependable individual, capable of taking a leadership role on financials. Must be committed, and able to contribute time and effort to the role. Dedication to the improvement of the University' sporting offer.
Key responsibilities:	Overseeing the financial arrangements of all UoE Sports Clubs, assisting and trouble-shooting where necessary. Chair of Sports Union Finance Committee in a mature and decisive manner, assimilating case history, guidelines, background information and the concerns of the Committee. Administration of all Finance Funds, Finance Committee and Budget. Co-signatory/planner/manager of budget in excess of £750,000.
Time commitment:	6-8 hours per academic week. Be able to attend various Sports Union meetings throughout the year.