

## HON. TREASURER

Being Sports Union honorary treasurer is a great way to develop new skills while helping with the management of the wide variety of sports clubs on offer at Edinburgh University. The role requires good initiative and understanding of the Sports Union's policies, although allows the opportunity to work closely with the President and Sports Union staff. Although attendance at up to three meetings per week may be required, these are rewarding occasions to shape Sports Union strategy. You will develop leadership, communication and organisation skills as chair of the Finance Committee and contribute to important decisions as a member of the Executive and Development Committees. While the first few weeks of term are very busy, once things settle down it is a very rewarding role.

<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<b><u>Experience</u></b>	
<ul style="list-style-type: none"> <li>• At least one year's service as a Club Treasurer or on the SU Finance Committee</li> <li>• Proven experience of budget planning/management and financial planning</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable knowledge of Sports Union financial structures and long-term strategy as it relates to financials</li> </ul>
<ul style="list-style-type: none"> <li>• Dedication to the improvement of the University' sporting offer and its delivery.</li> </ul>	
<b><u>Skills and Attributes</u></b>	
<ul style="list-style-type: none"> <li>• Ability to work unsupervised and as part of a team</li> <li>• Good Computer and IT skill and understanding.</li> </ul>	
<ul style="list-style-type: none"> <li>• Excellent communication, organisational and planning skills, including excellent written and spoken English</li> </ul>	<ul style="list-style-type: none"> <li>• Must be able to contribute to Sports Union policy-based discussion</li> </ul>
<ul style="list-style-type: none"> <li>• Approachable, confident and dependable individual, capable of taking a leadership role on financials.</li> </ul>	<ul style="list-style-type: none"> <li>• Capable of taking difficult (and potentially unpopular) decisions regarding Sports Union Funding, as it relates to the long-term aims of the Union and its strategic planning processes</li> </ul>
<ul style="list-style-type: none"> <li>• Must be able to work closely with President, SU Accounts Manager and Senior Treasurer</li> </ul>	
<b><u>Commitment</u></b>	
<ul style="list-style-type: none"> <li>• Should be able to commit up to 8 hrs/week to the role, including up to three meetings per week – including some background and follow-up work</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Must</b> be available fortnightly for Finance Meetings, along with monthly Executive Committee meetings.</li> </ul>	
<b><u>Responsibilities</u></b>	
<ul style="list-style-type: none"> <li>• Overseeing the financial arrangements of all UoE Sports Clubs, assisting and trouble-shooting where necessary</li> </ul>	Contribute new policy on the running of Club Finances.
<ul style="list-style-type: none"> <li>• Chair of Sports Union Finance Committee in a mature and decisive manner, assimilating case history, guidelines, background information and the concerns of the</li> </ul>	

Committee. Administration of all Finance Funds, Finance Committee and Budget	
<ul style="list-style-type: none"> <li>• Member and contributor a number of other SU Committees, including Executive.</li> </ul>	
<ul style="list-style-type: none"> <li>• Co-signatory/planner/manager of budget in excess of £750,000.</li> </ul>	Contribute new policy on the running of SU Finances.
<ul style="list-style-type: none"> <li>• Responsible to Sports Union President, Executive Committee, and membership</li> </ul>	