

Societies Executive Treasurer

Role: Societies Executive Treasurer
<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • 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 • Encourage Societies to spend money appropriately • Monitor and process transactions in the Societies Special Request Fund
<p>Training and Support:</p> <ul style="list-style-type: none"> • Committee training via SU Groups Training Day • Support from all areas of The SU including the SU Activities Office • One to one training sessions with staff in the Finance Office

Department: SU Societies
<p>Time Commitment:</p> <p>Minimum 2 hours per week</p>
<p>Supported By:</p> <p>Activities Officer, Societies Executive Committee and SU Staff</p>
<p>Benefits:</p> <ul style="list-style-type: none"> • Development of Societies area for benefit of all Students • Enhance your CV • Gain skills to enhance personal development
<p>Opportunity:</p> <ul style="list-style-type: none"> • To develop financial skills • Offer advice and support to members when required • Gain experience in financial management
<p>Useful previous experience/skills needed:</p> <ul style="list-style-type: none"> • Participation in previous society activities • Organisation, Enthusiasm and Ideas • Good inter-personal and delegation skills • Confident handling money and strong financial knowledge

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.	✓
Organisation/Planning	✓	Marketing	✓		

<p>For further info contact: Activities Officer suactivities@bath.ac.uk 01225 383667 / 01225 384860</p>

<p>Website: http://www.bathstudent.com/socs/exec</p>
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