

Student Leader Role Profile



Treasurer

The Treasurer is responsible for managing the finances of the Group, working with the Chair to ensure the Group's money is used effectively and appropriately.

Duties and Responsibilities

- With the Chair, manage Group accounts effectively.
- Ensure other committee members are managing event and activity budgets effectively.
- Act as a signatory for the Group's accounts.
- Provide financial updates at committee meetings.
- Encourage the Group to use their money to improve members' experience.
- Follow The SU's Data Policy, regarding the handling of personal data or data related to the Group
- Complete compulsory training for your role, as outlined by the SU

As a Student Leader we require you to embrace EDI (Equality, Diversity and Inclusion) good practice. This includes offering events that are inclusive , varied and student centred, taking into consideration locations, access needs, timings, and refreshments so that you are aiming to make your events accessible to all. This also relates to general practice within your role, from meetings, representation and interaction with students in your group. We want every student to be able to participate and be communicated with in a positive, non-judgemental way allowing their best authentic selves to shine

Useful Previous Experience/Skills

- ✓ Participation in previous activities by the Group.
- ✓ Enthusiasm for the Group and its activities.
- ✓ Willingness to develop your financial management skills and develop an ability to be firm and stand your ground.

Why become a Treasurer?

- ✓ Develop the Group for your members.
- ✓ Develop a sense of community between students with shared interests.
- ✓ Boost your employability.
- ✓ Develop financial management skills.
- ✓ Access to training and workshops.

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Key Time Commitments

- Training Requirements – Minimum 1 hour online training modules and attendance at Groups Conference.
- Approximately 3-5 hours per week, depending on Group activities. Some of this time to be spent with the SU Finance team.

We are here to help you so please do contact the SU area specific to your group.

Skills you will develop in this role:

Commercial Awareness	✓	Creativity	
Decision Making	✓	Delegation	✓
Financial Management	✓	I.T. Skills	✓
Initiative	✓	Leadership	✓
Marketing		Negotiation	✓
Organisation/ Planning	✓	People Management	
Problem Solving	✓	Public Speaking	
Teamwork	✓	Time Management	✓
Verbal Communication	✓	Written Communication	✓
Data Handling	✓		