

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 Club President (or equivalent) 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, patient, 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 £1M.

Time commitment: 6-8 hours per week throughout the year.
Be able to attend various Sports Union meetings throughout the year.
