

Role Description: BUBT Treasurer

Role:
BUBT Treasurer

Department:
BUBT, Volunteer Centre

Duties and Responsibilities:

- To look over accounts at each month end/checking for any problems etc.
- To be a signatory on Students' Union finance forms (raising cheques for charities, transferring money to other societies etc.).
- To attend committee meetings.
- To approve spending for events
- To approve major expenses and help source and secure sponsorship to cover these.
- Ensure BUBT are adhering to UK charity laws and the requirements of BANES council (e.g. acquiring permits for collecting money)
- To finalise end of year donations amount

Time Commitment:

2-3 hours per week

Venue: Finance Office

Responsible to: BUBT Committee and members, Volunteering Administrator

Opportunity:

- To manage the central BUBT accounts, become familiar with UK charity laws and help organise events for an amazing charity!

Benefits:

- Acquisition of graduate skills, such as organisation, teamwork and numeracy.
- Chance to make a difference in local community
- Meeting lots of like-minded individuals

Useful previous experience/skills needed:

- Time management
- Financial management

Training and Support:

- Administrative support from the Volunteer Centre
- Management support from BUSU's Events Committee
- Training sessions through BUSU

Skills Gained: Participating in this opportunity will enable you to develop and practise the following skills (marked)

Teamwork*	X	Delegation		Financial Management	X
Verbal Communication*	X	Negotiation	X	I.T.	X
Written Communication*	X	People Management		Organisation/ Planning	X
Leadership*		Time Management	X	Creativity	X
Commercial Awareness*		Marketing		Initiative	X
Problem Solving*	X	Decision Making	X		

*Skills required for The Bath Award