

## Societies Executive Treasurer

**Role:** Societies Executive Treasurer

**Duties and Responsibilities:**

- 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

**Training and Support:**

- 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

**Time Commitment:**

Minimum 2 hours per week

**Supported By:**

Activities Officer, Societies Executive Committee and SU Staff

**Benefits:**

- Development of Societies area for benefit of all Students
- Enhance your CV
- Gain skills to enhance personal development

**Opportunity:**

- To develop financial skills
- Offer advice and support to members when required
- Gain experience in financial management

**Useful previous experience/skills needed:**

- 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	✓		

**For further info contact:** Activities Officer  
[suactivities@bath.ac.uk](mailto:suactivities@bath.ac.uk)  
 01225 383667 / 01225 384860

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