



Treasurer – Job Description

Main duties and responsibilities

- Working with the Chairperson to oversee the finances of the branch
- Ensuring that the branch pays its expenses in a timely manner
- Supporting the Fundraising Officer in the fundraising efforts of the branch
- Supporting the National Committee in keeping accurate financial records for Students4Students

Skills and qualities

- Excellent organisation and time-management skills
- Excellent decision-making skills
- Ability to work well in a team
- Any experience in book-keeping or fundraising is welcome but not essential – the technical demands of the role are not high!

Time commitment

Students4Students is looking for individuals who are able to dedicate a regular proportion of their time to the role (On average 2-3 hours per week).

During the year, the Treasurer will be required to:

- Attend a pre-term day training session in *(Date TBC)*
- Produce a termly budget and fundraising plan – *1 hour per term*
- A fortnightly branch team meeting – *45 minutes per meeting*
- A monthly national Treasurers' meeting (online) – *45 minutes per meeting*
- Attend a termly one-to-one catch up with the national finance officer
- Pay and record the franchise's expenses – *roughly half an hour a week*

Other parts of the role may be sporadic or less easy to predict. You must:

- Maintain regular contact with the rest of the franchise team and the Finance and Fundraising leads of the National Committee over email or messaging
- Assist the Fundraising Officer in grant applications or fundraising events
- Supporting other committee members with other tasks/events (i.e. freshers' fayre)