



The Treasurer is usually a club or society's third signatory.

As Treasurer, you are responsible for the group's finances in terms of own funds and budget. You should know how your finances stand at any one time and will ensure transparency of finances so members are aware how funds are being spent. You will also be responsible for avoiding own fund debt and overspend of budget and will be the main liaison between supplier and Union for invoices.

Skills Required:

- Organisation
- Numerical competency
- Communication with members
- Being transparent and trustworthy
- Planning and forecasting
- Processing payments
- Account management

Key Responsibilities:

- Assisting President with upholding club or society constitution
- Accountability as a group signatory and understanding what this means
- Learning and understanding the Students' Union financial system (clubs and societies)
- Learning and understanding Surrey Sports Park's financial system (clubs only)
- Leading and overseeing the group's budget request
- Keeping track of all income and expenditure
- Organising affiliation to national bodies
- Ensuring any new suppliers are set-up with Surrey Sports Park (clubs only)
- Setting group membership fees for the year
- Ensuring invoices are paid on time
- Ensuring any cash from subs, fundraising etc. is paid into own funds immediately
- Liaising with the Union's Finance Assistants if any concerns over transactions
- Organising fundraising or sponsorship for your club or society