

Finance Officer

Organisation	Strathclyde Sports Union	Role	Voluntary
Group	Sports Executive Committee	Commitment	4-8 hours per week
Responsible to	Sports Union President	Duration	2020-21 Academic Year

Main Responsibilities

1.	Chair the Sports Union Finance Committee, working with other members to administer committee meetings, funding requests and club budgets.
2.	Oversee the financial arrangements of all affiliated sports clubs by working closely with club treasurers on a 1:1 basis, assisting and troubleshooting where necessary by holding drop-in clinics on a weekly basis.
3.	Process funding applications on behalf of sports clubs and communicate outcomes of all related decisions to sports clubs across a variety of digital platforms, including email and the Club Management Portal.
4.	Work closely with Sports Union office staff to ensure strong lines of communication are maintained in relation to the administration and financial health of sports club bank accounts.
5.	Support Sports Union staff and other volunteers on the Sports Executive with the general planning, organisation and delivery of key events, such as Sports Ball, Captains Dinner and Elections.
6.	Attend and contribute to Sports Executive committee and sub-committee meetings throughout the academic year.

Recommended Skills & Experience

•	Understanding of the barriers facing students with regards to accessing sport at the University
•	Awareness of the Sports Union organisation and internal structures from time served on a club committee
•	Strong communication, organisational, planning and delegation skills
•	Pro-active and enthusiastic individual with a passion for student sport at the University
•	Committed and able to contribute time and effort to the role