

Treasurer Role Profile

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Role Description

As Treasurer you'll help turn ideas into reality by making sure your group's finances are organised, sustainable and focused on creating great opportunities for members. You will manage the group account, making sure it doesn't become overdrawn and approving payment from it. As Treasurer we'll expect you to inform the committee of the account balance so they can make decisions on spending, gaining sponsorship or generating income. You will also be responsible for ensuring any spending from the account benefits the majority of your group's members.

Responsibilities

1. As Treasurer you'll need to be willing to learn and follow JMSU's financial systems and processes. This will involve taking part in mandatory training and raising any questions or concerns with JMSU promptly
2. You will maintain the trustworthiness of your group and its' account, ensuring that money isn't mishandled
3. You'll be responsible for ensuring all members are fully paid up, if your group operates a membership fee. You'll also work with JMSU to ensure that any membership fee is appropriate for your group, this will include liaising with us before any increases are made
4. You'll keep track of income and expenditure into the account to stay on top of your group's finances

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Responsibilities (continued)

5. As Treasurer, it'll be your responsibility to feed into the wider committee, so they know what the group account balance is, as well as what money is due to come in or be spent
6. As Treasurer you must sign off expense claim forms for members, or organise for your Club Captain/President or Vice Club Captain/Vice President to do it in your absence
7. You'll work with other committee members to set up events, tickets and items on our Native and Union Cloud platforms. You'll ensure the income generated from these sales goes to the correct account for your group
8. You will work with the Social Secretary to be one of the main points of contact for sponsorship or funding agreements for your group
9. You'll liaise with JMSU directly if you become aware that a member is unable to pay their membership fee due to financial hardship
10. You'll complete a financial planner to budget for a one off event e.g. Law Ball, Dance Competition, Sports Tournament
11. As Treasurer you'll apply for grant funding from JMSU with a clear rationale as to why your group should get the amount requested (Societies only)
12. You'll need to be familiar with the constitution of your group, your code of conduct and committee procedures as well as the constitution, byelaws and regulations of JMSU and you'll be responsible for ensuring your club complies with these



Qualities & Skills

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Essential Qualities

What you'll bring with you: the foundations for managing your group's finances well

- Trustworthy and responsible – you're someone who handles money carefully and acts in the best interests of the whole group
- Organised and detail-focused – you're able to keep track of spending, payments and deadlines
- Clear communicator – you can explain financial information in a simple, accessible way
- Proactive and reliable – you'll keep on top of tasks so activity and events can run smoothly
- Fair and member-focused – you'll ensure spending benefits the wider group and supports participation
- Collaborative team player – you're someone who can work closely with Presidents/Club Captains and the wider committee
- Willing to learn and follow processes – you're happy to pick up JMSU financial systems and guidance
- Solution-focused mindset – you want to help the group find ways to make activities affordable and sustainable

Skills You'll Develop in the Role

What you'll grow and strengthen through the experience

- Managing budgets, monitoring income and expenditure, and making informed financial decisions
- Planning and costing events, competitions or large group activities
- Supporting membership growth and income generation through events, fundraising and ticketing
- Working with digital finance platforms and understanding Students' Union financial processes
- Building confidence in presenting financial updates and influencing committee decisions
- Working with sponsors, funders or grant opportunities to support group activity
- Balancing financial sustainability with accessibility and inclusive participation
- Problem-solving when budgets are tight or unexpected costs arise
- Developing transferable skills in organisation, financial awareness and operational planning



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