



NTU Sport

Job Advert

Job Title:

Treasurer

What is the role?

The Treasurer is a key role with responsibility for managing the club's accounts and finances. The Treasurer communicates and collaborates with other members of the committee to plan which events and activities the club can financially afford.

Main Responsibilities

- Manage the club's income and expenditure in accordance with NTU Sports procedures.
- Ensure all income and expenditure is tracked and up to date
- Work alongside the Secretary to ensure membership and subscriptions are up to date.
- Source Sponsorship for the club
- Report regularly to the committee on the club's financial position
- Attend committee meetings, meetings with NTU Sport finance assistant and the Annual General Meeting (AGM)
- Prepare and arrange for year-end statement of accounts to be audited
- Arrange handover or succession planning for the position
- Be actively involved in creating and following a Club Development Plan
- Support the efficient running of the club
- Have an understanding of the NTU support and well-being services available to club members and how to signpost members to them **where necessary**.

Links to Courses

Business and Management
Accounting and Finance
Economics
Mathematics
International Relations

Students studying these courses have said that undertaking this role has given them a greater understanding of their course and relevant work experience.

What skills do you need to be able to do the role?

Financial analysis
Planning
Accountability
Setting up and understanding spreadsheets
Explaining information to groups

Skills you will develop:

- IT skills
- Commercial skills
- Group working skills
- Partnership and networking
- Verbal and non-verbal communication

Training you will receive:

- Treasurer Training led by NTU Sport

Are there any perks?

- Support from NTU Sport Development Officer / Head of Sport
- Credits towards the Acceler8 award
- HEAR recognition
- A key role within NTU Sport
- Committee T-shirt

How to nominate yourself:

You need to be a fully paid member of the NTU Sport Club you are nominated yourself for.

Go to the NTSU website click [here](#)

Youtube clip of how to nominate yourself:

<https://youtu.be/SGKMaPY8R-o>.

Expectations

Attend committee training on 25th or 26th of April