

Enactus Treasurer

This opportunity profile is designed to give you an idea of what your voluntary work will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

Role: Enactus Treasurer

To monitor the progress of Enactus and support the development of the group.

Department: Student Enterprise, Students' Union Development

Duties and Responsibilities:

Specific

- Produce monthly finance reports
- Inform committee members & project leaders of allocated budgets
- Keep an eye on budgets for Enactus Projects
- Authorise Enactus payments
- Organise necessary bookings and payments
- Investigate and source sponsorship opportunities

All Enactus committee members will be required to:

- support Enactus promotional activities: Freshers Week, Refresh Week, competitions, social projects
- Attend regular committee meetings and Enactus socials

Time Commitment:

2 hours per week, but will need to be flexible

Venue:

Virgil Building, 18 Manvers Street

Responsible to:

The Enactus committee
SU Activities Officer
Student Enterprise Coordinator
Student Development Manager

Opportunity:

To develop your employability skills through hands-on projects that make a positive impact in the local community; gain experience working in the finance area.

Benefits:

- Meet creative and enterprising students
- Attend training provided by corporate partners
- Network with local and national mentors
- Enhance your CV and get fast tracked for placements and graduate jobs

Useful previous experience/skills needed:

- Time Management
- Basic financial/book-keeping knowledge

Training and Support:

- Support from the Student Enterprise Coordinator
- Various training sessions available from SU Skills Training
- Specific role training
- Enactus training

Skills Gained:

Participating in this opportunity will enable you to develop and practice the following skills (marked X)

Teamwork*	X	Delegation		Financial Management	X
Verbal Communication*	X	Negotiation		IT	
Written Communication*		People Management		Organisation/Planning	X
Leadership*		Time Management	X	Creativity	
Commercial Awareness*	X	Marketing		Initiative	X
Problem Solving*	X	Decision Making	X	Public Speaking	

*Skills required for the Bath Award