



Job Description

Job Title:	AU Treasurer	Job Category:	Internship (for 8 months)
Department/Group:	Saints Sport, Business Services	Benefits:	<ul style="list-style-type: none"> - A learning stipend of £235 per month based on 10 hours per week - Sports club +FIT membership - Saints Sport apparel - Personal development and team building opportunities - Complementary ticket to Saints Sport Awards
Location:	Saints Sport	Start date:	September 2024
Responsible to:	Sport Finance Officer	Date Posted:	May 2024

Context

Saints Sport is the overarching title and brand that encompasses the facilities, services, and activities of the University of St Andrews sports department, including the autonomous Athletic Union, our teams, clubs, athletes, and staff.

www.st-andrews.ac.uk/sport

Saints Sport is seeking to recruit an Athletic Union Treasurer to assist the department's Finance to support the monitoring of sports club finances. Reporting directly to the Finance Officer, the AU Treasurer will work closely with the wider Saints Sport Team and sports clubs to help ensure they are financially sustainable and effectively governing their finances. This intern position will also sit as a member of the Athletic Union Executive Committee.

Roles and Responsibilities

- Work with the Finance Officer to provide support and guidance to sports clubs on managing their finances.
- Support all sports clubs with their financial planning and budget performance analysis.
- Sit as an ex officio member of the Athletic Union Board, providing written and verbal reports on the AU (Athletic Union) budget.
- Work closely with the Finance Officer to provide training and support for club treasurers.
- Be the first point of contact for club treasurers.
- Distribute weekly membership lists to all sports clubs.
- Plan and deliver a comprehensive handover with successor.
- The above list is not exhaustive, and the role holder will be expected to carry out any other reasonable duties as requested by the Finance and Administration Officer.

Special Requirements:

Willingness to work outside normal working hours, including evenings and weekends.



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Knowledge and experience	
Essential:	Desirable:
<ul style="list-style-type: none"> • Knowledge and understanding of sports club structures and how club finances work within them • Proven ability to work as part of a team • Competent in MS Excel 	<ul style="list-style-type: none"> • Experience as a Treasurer for a sports club or other treasurer/financial experience
Skills	
Essential:	Desirable:
<ul style="list-style-type: none"> • A passion for sport • Excellent communication and interpersonal skills • The ability to establish and maintain good rapport and positive working relations with students and key staff members • Excellent time management • Excellent organisational skills • Enthusiastic and willing to work as part of the Saints Sport team as well as using your own initiative • Ability to multi-task and work under pressure • Ability to problem solve and respond to unexpected situations • Able to represent Saints Sport positively • Able to think strategically and innovatively • Highly motivated and able to motivate others • Able to work in a student-led, democratic environment • Committed to high standards, professional and conscientious approach • Flexible working attitude, adaptable • Diplomatic and sensitive to others, approachable • Committed to developing good working relationships at all levels across different organisations 	