

VP FINANCE ROLE DESCRIPTION

Responsibilities for all Committee Members



Attend your annual Society Development Meeting, to discuss plans for the year ahead. Confirm the risk assessment for your regular activity and understand incoming changes



Promote safe practice at all times; ensuring your society is a safe and welcoming space. Report any welfare issues to the Society Team immediately!

Responsibilities for the VP Finance

! Adhere to Brighton Students' Union Financial Regulations. Take ultimate responsibility for ensuring the society complies with the rules i.e. that any handling of cash is done in a trustworthy manner with full records **!**



Manage and maintain the society budget using the BSU society bank account only. **NO OTHER BANK ACCOUNT CAN BE USED** for society business



Keep records of income and expenditure e.g. receipts, and support your team in completing Claim/Payment/Transfer Forms (which must be returned with the receipts)



Authorise payments out of the society account at your local SU office by countersigning the Claim/Payment/Transfer Forms



Make a list of costs for planned events, arranging payment for services. If any products/services i.e. accommodation/transport are over the value of £250, consult the societies team before booking/purchasing



Request invoices from the Societies Team to send to external companies if your society has provided a service and need to bill someone for it i.e. a music performance at a wedding. **NEVER** create your own invoices!



Ensure that all external agencies used by the society send correct invoices if payment is required

Responsibilities for the President & VP Finance



On the website... Setup (with VP Social) and manage event ticket sales via the BSU website, using the 'Sales Reports' and 'Purchasers Reports' to identify guests attending