



University Students' Council – Position Description

Position Title:	Associate, Finance & Internal Audit
Supervisor:	Secretary-Treasurer
Remuneration:	\$16/hour (maximum 219 hours /per entire term)
Hours of Work:	vary throughout the year
Term:	June 1 st – April 30 th

OVERVIEW:

Under the direction of the Secretary-Treasurer, the Associate, Finance and Internal Audit will provide financial and auditing support to the portfolio and the organization.

DUTIES AND RESPONSIBILITIES:

- Act as a project manager to ensure the financial accountability of an event or program from inception to completion, provide oversight and ensure organizational leaders are making budgets and tracking budgets during and after events. Work to ensure relevant financial documentation is retrieved and included in processes.
- Provide expertise and guidance to USC volunteers across portfolios (where tasked by the Secretary-Treasurer) to ensure consistent and effective financial practice across the Executive Branch.
- Conduct random audits of Coordinator budget lines, to ensure appropriate spending. The Associate, Finance & Internal Audit shall inform the Secretary-Treasurer of any abnormalities. Coordinate with assistance from the Secretary-Treasurer, administering financial training to Coordinators, Interns, Associates, and Executives.
- Provide Support to the Associate, Clubs and Clubs Support Coordinator when conducting Club Audits.
- Provide support to the Secretary-Treasurer in creating and administering a financial literacy program throughout the year, with a focus on First year and International students.
- Provide support to the Grants coordinator and the grants program
- Complete special projects under the direction of the Secretary-Treasurer.
- Adhere to USC bylaws, policies and procedures.
- Complete a Final Report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.

QUALIFICATIONS:

- All Associates must be an undergraduate student as defined by Western University during the school year they are in the Associate role.
- An Associate cannot be a USC Councillor during their term as an Associate.

KNOWLEDGE, SKILLS and ABILITIES:

- *Project Management Skills:* identifies project needs, develops plans, mobilizes available resources, adapts to changing circumstances, sets priorities and manages time in order to effectively meet deadlines. Detail-oriented with a strong sense of follow-through. Approaches a complex task or problem by breaking it down into its component parts.
- *Budgeting experience:* Can project future expenditures accurately. Able to understand patterns and extract greater meaning from numerical data. Will strive for improvement and efficiency in budgeting practices.
- *Basic Accounting Knowledge:* has taken an entry-level business course or equivalent. Knows how to read a balance sheet, income statement, general ledger. Demonstrates proficiency with spreadsheets and accounting software.
- *Leadership and Training:* Experience providing consistent leadership and support. Motivates with purpose and leverages the diverse skills of a team to best complement their collective goals.
- *Evaluative and Analytical Skills:* Understands and appreciates the value of metrics and feels comfortable using metrics to inform future decisions. Takes learning from each experience and uses critical thought to make adjustments for future endeavours. Gives constructive feedback to USC volunteers.
- *Proactivity:* Anticipates future projects and seeks out information and resources needed to take initiative.
- *“Big Picture” Thinker:* Able to take a systems approach to USC affairs, displays organizational forecasting ability and intuitive insight, can persuade peers to think “long-term”.

TRAINING:

- The Associate Finance and Internal Audit will be required to attend all USC-mandated training sessions for Associates, as determined by the Secretary-Treasurer and the USC Volunteer Services Department.

The Associate Finance and Internal Audit will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.