



University Students' Council – Position Description

Position Title:	Associate Vice-President Finance
Supervisor:	Vice-President Governance and Finance
Remuneration:	\$16/hour (5-10 hours per week)
Hours of Work:	vary throughout the year
Term:	June 1 st – April 30 th

OVERVIEW:

Under the direction of the Vice-President Governance and Finance, the AVP Finance will provide financial support, accomplish financial projects, and oversee financial programs for 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 Vice-President Governance and Finance) to ensure consistent and effective financial practice across the Executive Branch.
- Provide Support to the AVP, Clubs and Clubs Finance Coordinator when conducting Club Audits.
- Provide support to the Vice-President Governance and Finance in creating and administering financial literacy programs for Western students.
- Provide support to the Grants Coordinator, grants program, and Student Refugee Program.
- Provide support to the Income Tax Coordinator and USC Income Tax Clinic.
- Complete special projects under the direction of the Vice-President Governance and Finance.
- 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 AVPs must be an undergraduate student as defined by Western University during the school year they are in the AVP role.
- An AVP cannot be a USC Councillor during their term as an AVP.

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 AVP Finance will be required to attend all USC-mandated training sessions for AVPs, as determined by the Vice-President Governance and Finance and the USC Human Resources Department.

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