



University Students' Council of the University of Western Ontario
Finance

Associate, Finance and Internal Audit

EFFECTIVE: 01/01/2017

SUPERSEDES: 01/01/2016

AUTHORITY: Executive

RATIFIED BY: Executive

PAGE | 1 of 4

1.00 POSITION TITLE: ASSOCIATE, FINANCE AND INTERNAL AUDIT & INTERNAL AUDIT

2.00 POSITION OVERVIEW:

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

3.00 PRIMARY RESPONSIBILITIES:

- (1) 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.
- (2) 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.
- (3) Conduct random audits of Coordinator budget lines, to ensure appropriate spending. The Associate, Finance & Internal Audit shall inform the Secretary-Treasurer of any abnormalities.
- (4) Coordinate with assistance from the Secretary-Treasurer, administering financial training to Coordinators, Interns, Associates, and Executives.
- (5) Provide Support to the Associate, Clubs and Clubs Support Coordinator when conducting Club Audits.
- (6) 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.
- (7) Complete special projects under the direction of the Secretary-Treasurer.
- (8) Adhere to USC bylaws, policies and procedures.



University Students' Council of the University of Western Ontario
Finance
ASSOCIATE, FINANCE AND INTERNAL AUDIT

PAGE | 2 of 4

- (9) Complete a Final Report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.

4.00 QUALIFICATIONS:

- (1) Qualified candidates for this position must be an undergraduate student of Western University and will have aptitudes in the following areas:
 - a) *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.
 - b) *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.
 - c) *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.
 - d) *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.
 - e) *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.
 - f) *Proactivity:* Anticipates future projects and seeks out information and resources needed to take initiative.
 - g) *"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".

5.00 TIME COMMITMENT:

- (1) Start date of June 1, 2017. End date of May 31, 2018.
- (2) **June to August**
 - a. Hours of work will be 5 -10 hours per week.



University Students' Council of the University of Western Ontario
Finance
ASSOCIATE, FINANCE AND INTERNAL AUDIT

PAGE | 3 of 4

(3) **September to April**

- a. Hours of work will be 15 hours per week.

(4) **November and March**

- a. Peak time hours to deal with increased work load.

- (5) Shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

6.00 TRAINING/SUPPORT:

- (1) There will be a Health and Safety training seminar conducted at the beginning of the term of employment. This seminar is mandatory as all members of the USC must attend as stipulated in their employment contract.
- (2) There will be an Orientation Day conducted in August to familiarize the Associate with the USC operations, fellow Interns, Associates, and staff.
- (3) Throughout their term, the Associate, Finance and Internal Audit will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitating by the Human Resources Department.

7.00 LEARNING OUTCOMES:

- (1) Monitor and evaluate projects by applying principles of project management and sound financial practice in a fast-paced and diverse environment.
- (2) Gain/improve auditing, budgeting and overall financial acumen in a hands-on capacity with real world experience.
- (3) Management and leadership development gained by providing mentorship to USC volunteers' financial literacy and helping manage their projects and finances.

8.00 COMMUNITY IMPACT:

- (1) The Associate, Finance and Internal Audit shall strive to ensure volunteers across the organization are spending student fees responsibly and therefore ensuring students receive greater value from their fees.



University Students' Council of the University of Western Ontario
Finance
ASSOCIATE, FINANCE AND INTERNAL AUDIT

PAGE | 4 of 4

9.00 EVALUATION:

- (1) Associates will participate actively with their supervisors in conducting formative and summative performance assessments.
 - a. *Formative Assessment:* The Secretary-Treasurer will maintain an ongoing and open dialogue of informal feedback with the Associate, Finance and Internal Audit. This informal process of feedback will be completed on-the-job and will aid in identifying learning needs for successful task completion. This will allow for instructional guidance in learning a new skill and being able to execute assigned tasks and projects successfully. This type of feedback goes both ways so as to allow the Associate, Finance and Internal Audit the ability to obtain a meaningful experience while also informing the Secretary - Treasurer about specific learning and development goals they hope to achieve.
 - b. *Summative Assessment:* There will be two formal feedback surveys conducted throughout the Associate, Finance and Internal Audit's tenure with the USC. These surveys are to provide the Associate with the ability to articulate their experiences so far and to evaluate their program to identify any learning opportunities they would like to participate in. The second aspect of the summative assessment is formally conducted by the Secretary- Treasurer to evaluate all strengths, any necessary improvements and communicate future projects with the Associate, Finance and Internal Audit. This collaborative assessment will allow for both to communicate how the experience has been so far and to evaluate the overall job performance.

10.00 SUPERVISION:

- (1) The Associate, Finance and Internal Audit reports directly to the Secretary-Treasurer.
- (2) Secondary support for the Associate, Finance and Internal Audit will be provided by the Human Resources and Volunteer Resources Departments.