

# UCSA FINANCE OFFICER



## **General:**

UCSA is the University of Canterbury Students' Association Incorporated. Established in 1894, UCSA is a not for profit organisation with charitable status. Twelve elected student representatives govern UCSA with the support and guidance of external advisors via an Advisory Board. At times the UCSA employs up to 140 full-time, part time and casual staff who report through a Chief Executive. We offer the diversity to reflect the many services that students have initiated to ensure that the university experience for students at Canterbury is all that it can be.

## **OUR VISION**

**We are here for students.**

## **OUR MISSION**

**Helping students succeed and belong.**

## **THE FINANCE OFFICER'S ROLE AND OBLIGATIONS**

**Date of effect:** This position description shall be executed on 1 January of each calendar year by the incoming Finance Officer.

It is important that the Finance Officer starts as early as possible in January when the UCSA office opens, given the amount of preparatory work involved.

It is expected that the incoming Finance Officer will spend time with the incumbent Finance Officer at the end of the previous year for up to 37.5 hours as part of a handover process, paid on evidence of hours worked (timesheets).

## **Primary objective(s):**

- To ensure the financial sustainability of the Association by providing financial oversight and monitoring
- Represent the interests of students as part of the governing body of the UCSA

## **Accountable to:**

Fellow UCSA Student Executive, UCSA Student Members

## **Responsible for:**

The financial affairs of the UCSA Executive.

## **Relationship with:**

All UCSA Executive Members, UCSA Chief Executive, UCSA Advisory Board, UCSA Senior Leadership Team, UCSA Office Manager, UC Vice Chancellor and Senior Management Team, Chancellor and UC Council, variety of external stakeholders including auditors and accountants

**Duties, Responsibilities and Expected Outcomes:**

	<b>Duties and Responsibilities</b>	<b>Expected Outcomes</b>
1	To act as UCSA signatory to authorise UCSA Executive expenses as well as the UCSA's payroll, PAYE and creditors.	To be available to act as UCSA signatory at key business operational times.
2	Complete projects and tasks given by the UCSA President.	As per measurements set by President.
3	Assist fellow UCSA Executive in understanding UCSA's financial position current and future.	Provide timely and relevant information on the UCSA financial position, as requested.
4	Assist the President in organising and facilitating the Executive induction	Ensure the Student Executive are provided with information and training regarding their role in terms of: UCSA and its policies and services; Representation on UC colleges; Health and Safety obligations, Priorities for the year ahead.
5	Attend and advocate for the UCSA on committees, as approved by the UCSA Executive including, but shall not be limited to: <ul style="list-style-type: none"> <li>• Joint Operations Advisory Board (JOAB)</li> </ul>	Attending meetings and providing relevant feedback to the UCSA Executive.
6	Prudently and transparently manage the UCSA Executive budget including Executive expenses	The UCSA Executive budget and Executive expenses are managed within agreed parameters.
7	Communicate with the Administration and Accounts Department on all honorarium policy and honoraria to be paid by the Executive.	Details provided to UCSA Accounts in a timely manner to ensure payments of honorarium.
8	To represent the UCSA as Acting President in accordance with the UCSA constitution when the elected representative and Vice-President are unable to do so.	Support the President and Vice President in the smooth and efficient running of the office of the Presidency.
9	To set the following year's Executive Budget.	Realistic budgets are set in a timely manner.

	Duties and Responsibilities	Expected Outcomes
10	<p>As detailed in the Constitution it is the responsibility of the Finance Officer to:</p> <p>16:</p> <p>All contracts in writing and documents dealing with property and/or securities shall be signed on behalf of the Association by the President and Finance Officer of the Association.</p> <p>16:</p> <p>The Common Seal of the Students' Association shall be in the custody of the Finance Officer, or such other persons as the Executive may appoint, and shall not be affixed to any document except pursuant to a resolution of the Executive, or by the authority of a committee consisting of the President, Finance Officer and one other Executive member, acting in accordance with an authority for the purpose conferred on it by the Executive.</p> <p>4. (Powers)</p> <p>The Finance Officer shall be responsible for co-ordination and oversight of the legislative requirements, financial performance, commercial interests and development, implementation and monitoring of the strategic and commercial goals of the Association.</p>	<p>As per Constitution.</p> <p>As per Constitution.</p> <p>As per Constitution.</p>
11	<p>Take all practical steps to ensure their own and others health and safety at a governance level.</p>	<p>Proactively manages self-awareness of Health and Safety in the workplace. Awareness of hazards in their area and works towards minimising/eliminating risks.</p>
12	<p>To train the Finance Officer-Elect, as well as updating the Finance Officer hand over documents to ensure a smooth transition period.</p>	<p>Training and handover completed before end of term as current Finance Officer and smooth handover effected.</p> <p>The incumbent President approves the timesheets of the handover period of the incoming Finance Officer.</p>

**Prerequisites:**

- Enrolled as a student at the University of Canterbury at the time of election and during their term as Finance Officer
- Enrolled as a member of the UCSA at the time of election and has not waived their rights

**Qualifications and experience:**

- Financial knowledge and appreciation (most likely be studying commerce, finance or accounting)
- Experience with, and ability to understand financial reports
- General financial and budgeting knowledge and skills
- Knowledge and understanding of the services offered by the UCSA

**Personal attributes:**

- Financial literacy and numerical skills and ability to work as part of a team
- Friendly and approachable
- Honest and reliable
- Excellent communication and interpersonal skills
- Ability to conduct him or herself in a positive and professional manner at all times
- Ability to effectively operate basic computer programmes
- Ability to prioritise, multitask and work under pressure
- Self motivated, proactive with excellent time management skills
- Attention to detail and ability to receive and act on instructions delegated down

**Remuneration:**

**Type:** Honorarium

**Amount:** [\$21,000] (per annum adjusted annually pursuant to the Executive Honorarium Policy)

**Executive Honorarium Policy**

The honorarium of Finance Officer will be determined by the following:

The Finance Officer shall receive a total remuneration package of \$21,000 (gross per annum) in 2017 and shall be annually adjusted by the Consumer Price Index for wages in the first quarter of each subsequent year.

If the CEO or any Executive member believes that the Finance Officer is not meeting their contractual obligations, a complaint may be submitted in writing via the CEO to the Executive Honorarium Policy sub-committee (made up of the President, Vice President, Finance Officer plus three external members of the Advisory Board), and a decision on further action (if any) will then be made.

**Health & Safety Responsibilities – As a Director/Officer of the UCSA****Policy and Planning**

- Keep up to date with health & safety (H&S) matters by attending training and awareness briefings and reviewing relevant H&S publications (including relevant WorkSafe Guidelines and Codes of Practice).
- Determine the UCSA's H&S strategy and policy and specify targets for tracking and improving health & safety performance.
- Gain an understanding of risks and hazards associated with the UCSA through measures such as site visits, attending H&S Committee meetings, and attending in-house training on existing H&S systems or seeking external advice.

**Delivery**

- Consider safety as a factor in all budget decisions.
- Encourage a culture where report of incidents/accidents/events and near misses is expected and followed up on.

**Monitoring**

- Specify clear requirements for the regular reporting of H&S performance, reports and information.
- Monitor H&S performance of the UCSA by reference to reports, H&S targets, actions and timeframes.
- Consider whether the reports provide an accurate picture of H&S issues or whether reporting requirements need to be updated.
- Ensure there are sufficient systems in place, with clear responsibilities and accountabilities, for reporting and responding to events that must be notified to WorkSafe.
- Seek independent expert advice when required.
- Take action when information suggests that H&S obligations and goals are not being met.

**Review**

- Undertake periodic (annual) formal reviews of the effectiveness of the UCSA H&S system against the Student Executive targets and undertake any improvements required.
- Consider whether an external review is required for compliance against legislative obligations.
- Ensure that input to the formal review includes audits (internal and external), system reviews, performance results, significant incidents, organisational changes and benchmark data.
- Include contractor H&S performance as part of the audit/review.
- Determine an action plan and track progress and improvement plans at Student Executive meetings.

**Signed:**

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**Incoming Finance Officer's signature**

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**Incoming President's signature**

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**Incoming Finance Officer's name**

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**Incoming President's name**

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**Date**

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**Date**