



UCSA FINANCE & ENGAGEMENT OFFICER

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

General:

UCSA is the University of Canterbury Students' Association Incorporated. Established in 1894, UCSA is a not for profit organisation with charity 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.

Primary objective(s):

- Engaging with students and other stakeholders to ensure continued UCSA relevance
- Work closely with the President and Vice President on matters pertaining to the Executive
- Represent the interests of students as part of the governing body of the UCSA
- Ensure the financial sustainability of the Association by providing financial oversight and monitoring

Accountable to:

Fellow UCSA Student Executive, UCSA Student Members

Responsible for:

The financial oversight of the Association, supporting the President and Vice President in the functioning of the Executive, as well as engaging with students, staff and other stakeholders when required.

Relationship with:

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

Duties, Responsibilities and Expected Outcomes:

	Duties and Responsibilities	Expected Outcomes
1.	Lead efforts to engage the student body in order to ensure continued UCSA relevance	<p>Work with the Communications team to promote Executive activities and initiatives.</p> <p>Taking ownership of student-engagement forums and channels including, but not limited to:</p> <ul style="list-style-type: none"> • AGM and Half-AGM • Student Advisory Groups • Other events and student surveys, as required.
2.	Oversee the administration of the Executive internal portfolios.	Organise Executive members into internal portfolio areas of the UCSA and provide support for these portfolios throughout the year.
3.	Oversee the administration of the Executive Special Project fund and Executive budget	Assist Executive members in proposing and delivering their special projects and initiatives
4.	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.
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"> • Joint Operations Advisory Board (JOAB) 	Attending meetings and providing relevant feedback to the UCSA Executive.
6.	Communicate with the Accounts Department on all honorarium policy and honoraria to be paid by the Executive.	Details provided to UCSA Accounts Team in a timely manner to ensure payments of honorarium.
7.	To represent the UCSA as Acting President in accordance with the UCSA constitution when the President and/or 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.

	Duties and Responsibilities	Expected Outcomes
8.	Fulfil statutory and other obligations as per the Constitution	As per Constitution.
9.	Take all practical steps to ensure their own and others health and safety at a governance level.	Proactively manages self-awareness of Health and Safety in the workplace. Awareness of hazards in their area and works towards minimising/eliminating risks.
10.	To train the Finance & Engagement Officer-Elect, as well as updating the Finance & Engagement Officer hand over documents to ensure a smooth transition period.	Training and handover completed before end of term as current Finance & Engagement Officer and smooth handover effected.

Prerequisites:

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

Qualifications and experience:

- Ability to communicate with the student body
- Basic financial knowledge and appreciation
- Knowledge and understanding of the services offered by the UCSA

Personal attributes:

- Friendly and approachable
- Honest and reliable
- Excellent communication and interpersonal skills and ability to work as part of a team
- Excellent administrative skills
- Financial literacy and numerical skills
- Ability to conduct their self 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: [\$22,000] (per annum adjusted annually pursuant to the Executive Honorarium Policy)

Executive Honorarium Policy

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

The Finance & Engagement Officer shall receive a total remuneration package of \$22,000 (gross per annum) in 2018 and shall be annually adjusted by the Consumer Price Index for wages in the first quarter of each subsequent year.

If the Chief Executive or any Executive member believes that the Finance & Engagement Officer is not meeting their contractual obligations, a complaint may be submitted in writing via the Chief Executive to the Executive Honorarium Policy sub-committee (made up of the President and Vice President 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

1. Ensure that the UCSA has the relevant systems and processes in place to comply with the Health and Safety legislation as per Director requirements.
2. Encourage a culture of continuous improvement and transparent, no blame reporting.
3. Undertake Health and Safety Conversations/Observations as determined by the President and Chief Executive.

Signed:

Incoming Finance & Engagement Officer's signature

Incoming President's signature

Incoming Finance & Engagement Officer's name

Incoming President's name

Date

Date