



# LOUGHBOROUGH STUDENTS HIKING



This opportunity profile is designed to give you an idea of what your voluntary work will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

**CLUB NAME:** LSU HIKING CLUB  
[www.lsuhc.org.uk](http://www.lsuhc.org.uk)

**ROLE:**  
TREASURER

## Duties & Responsibilities

- Responsible for the financial affairs of LSU Hiking Club.
- Manage account book, cheque book and paying-in book for the club account, which is currently held with Santander. Regularly inform the committee of the club's financial position, remembering that the club is a not-for-profit and should aim to operate as such.
- Deal with club expenses and trip refunds.
- Authorisation of spending.
- Establish and maintain a relationship with the bank and the LSU VP Societies.
- Prepare accounts to be made available to the Union Treasurer upon request. LSU Hiking Club accounts must be handed to the Union treasurer, when requested, for checking.
- The signatories on the Bank Mandates must be the Club Treasurer, Club Chair, LSU Finance Manager and the Societies Administrator. Two of these signatures are required on every cheque, but none of these people may sign cheques to themselves.

## Opportunities

- Gain valuable transferable skills e.g budgeting, organisation and planning, teamwork, general financial management.
- Free training provided by LSU
- Looks good on your CV.

## Desirable Qualities

- Good with figures
- Thorough, good attention to detail
- Well organised