**VOLUNTARY ROLE DESCRIPTION**

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| Role title: | Target Schools Vice President Finance |
| Location: | The role will volunteer primarily across the City of Oxford and Oxford SU’s main office (currently Worcester Street, Oxford) |
| Expected hours: | 6-8 hours per week, flexible |
| Department: | Student Engagement |
| Reporting to: | Target Schools President |
| Volunteers reporting to this role: | Sponsorship Officer |

**Role Purpose**

To lead the finances of Target Schools to meet its objectives of; inspiring and supporting able prospective students who might be put off by the damaging myths and stereotypes about Oxbridge, and encourage student participation in access and outreach initiatives.

The post holder will have the opportunity to work across all Students’ Union departments, and with the Senior Leadership Team.

**Expectations**

* Directly manage the Sponsorship Officer meeting them regularly to coordinate their work.
* Lead discussion for how Target Schools can best invest for the future.
* Ensure clear communications with the Oxford SU’s Student Engagement Team.
* Assist Program and Project Teams with budgeting.
* Develop sponsorship strategy.
* Coordinate with Assist Program and Project Teams to ensure all budgets, transactions, and income comply with Oxford SU financial procedures.
* Count and bank any money that may come in as cash.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Currently a matriculated student at the University of Oxford. |  |
| **Experience** |  | * Experience leading a team. * Experience of handling budgets and finances. * Working in successful partnerships with a range of stakeholders. |
| **Skills,**  **Knowledge & Expertise** | * Excellent oral and written communication/presentation skills. * Excellent organisation skills. | * Good record keeping * Good use of Microsoft Office, especially Excel spreadsheets |
| **Values & Behaviours** | * A demonstrable commitment to our organisation’s values. * Strong commitment to, and understanding of the principles of equality, diversity and inclusion. * Commitment to carrying out Target Schools’ Mission Statement. |  |

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| **Date Completed:** | 16/10/2020 |