

UNIVERSITY OF BATH

JOB SPECIFICATION

Title:	Treasurer
Term of Office:	Three Years or shorter period determined by Council. Eligible for re-appointment.
Time Commitment:	This is estimated to average 2 to 2.5 full time equivalent days per month. However, the University needs to be able to contact the Treasurer at all times. The role includes both daytime and evening engagements.
Remuneration:	Travel and Subsistence Expenses
Method of Appointment:	By Council on the recommendation of Nominations Committee

Section 6 of the Statutes of the University provides for a Treasurer to be appointed by the Council of the University. The Treasurer acts in an honorary capacity and performs an important role in relation to the finances of the University but does not become involved in day-to-day executive financial management which is the responsibility of the Director of Finance (reporting to the Vice-Chancellor). The Treasurer works particularly closely with the Vice-Chancellor and Director of Finance. These relationships are mutually supportive, but incorporate the checks and balances imposed by the different roles each has within the institution's constitution.

Key Responsibilities

1. To maintain an overview of the University's finances. This responsibility includes acting as Chair of the Finance Committee. The Finance Committee is responsible to Council for the finances of the University, including financial strategy, budget setting, annual accounts, monitoring of investment activity and consideration of capital expenditure.
2. To serve as a member of Council and to present to it for approval the Accounts, Annual Estimates and other recommendations of the Finance Committee, supported as appropriate by the Director of Finance.
3. To authorise expenditure within delegated authority granted by the Council.
4. To serve as a member of Council and Joint Council/Senate Committees as required (Note: The Treasurer is currently an ex officio member of the Estates, Investment* and Remuneration Committees).
5. To present the Annual Statement of Accounts of the University to Court and serve as a member of Court.
6. To serve as a member of Convocation.
7. To act as an ambassador for the University, promoting its activities in the wider community and, in particular, assisting with the philanthropic activity and fund raising projects of the University. The Treasurer will be invited to represent the University at

events.

8. To attend formal and informal meetings, both at the University and externally, as necessary.
9. To undertake duties specified by the University Statutes and Ordinances and the Standing Orders of Council.
10. To attend training and induction as required to carry out the role of Treasurer and Member of Council.

Notes:

1. This job specification is not, and is not intended to be, an exhaustive description of the duties involved.

* The Treasurer may identify a nominee to attend meetings of the Investment Committee if preferred.