

<b>VP Finance</b> <b>General Responsibilities:</b>	<b>VP Finance</b> <b>BSU Website Responsibilities:</b>
Adhere to Brighton Students' Union <b>Financial Regulations</b> . You are responsible for ensuring your society comply with the rules i.e. that any handling of cash is done in a trustworthy manner with full records.	Manage ticket sales via the BSU website – checking: <b>Sales Reports</b> and <b>Purchasers Reports</b>
Keep records of income and expenditure e.g. receipts, which must be returned with any claim back for money.	Set up online tickets for your society events through the website, with the VP Social support.
Responsible for the transactions of funds on behalf of the society through their Brighton Students Union Bank Account – signing funds in and out via the Green Form.	
Manage and maintain the society budget using the BSU society bank account only. <b>NO OTHER BANK ACCOUNT CAN BE USED</b> for society business.	
<b>Invoices:</b>  <b>IN:</b> Ensure that all external agencies used by the society send correct invoices if payment is required.  <b>Out:</b> If your society has provided a service and need to bill someone for it i.e. Music Society performed at a wedding - ask us to raise an invoice to external companies.  <b><u>NEVER</u> create your own invoices!</b>	
Make a list of costs for planned events, arranging payment for services. Never book or purchase any products/services i.e. accommodation/transport over the value of £200 without consulting the societies team first.	
Attend all meetings that involve the society e.g. the society AMG at the start of your annual term in post in May	
Be a main direct contact for the Brighton SU Societies Team and regularly check email for any important communication!	
Aspects of this role can be delegated to other within the society; however it is still your responsibility to ensure all are completed to the specified standard and within the timeframes.	