



Treasurer

This is an essential role within King's Think Tank Committee. King's Think Tank enjoys one of the largest budgets of King's student societies: it is essential for the Treasurer to be financially acute, have strong attention to detail, and manage financially healthy budgets to ensure King's Think Tank can continue its strong reputation for outstanding events and activities.

The role of Treasurer may not be as publicly visible as other roles within King's Think Tank Committee, but it is one of the most essential and important roles on the Committee. This role provides the opportunity to manage a large budget and explore opportunities for new funding. The successful person needs to be persistent in communicating with individuals whether its within our society or with KCLSU Finance, and is committed to sourcing out funds would be ideal as well.

Job responsibilities:

- Set King's Think Tank annual budget
- Manage King's Think Tank funds (in accordance with KCLSU processes) and process all reimbursement of expenses through KCLSU
- Identify and apply for various grant opportunities with KCLSU, King's College London and externally
- Secure corporate funding and/or sponsors to enhance the financial health of King's Think Tank.

The Treasurer will work closely with:

- President, Vice-President and Directors of King's Think Tank, to ensure King's Think Tank events are supported with necessary financial support
- Policy Centre Presidents, to ensure that all policy centres are adequately funded for events and other activities
- KCLSU processes and representatives

Desirable Skills/Attributes:

- Be motivated, persistent and have strong attention to detail
- Be able to communicate well with people and managing demanding priorities
- Be passionate about the work of King's Think Tank and supporting it from behind the scenes in such an integral role
- Be comfortable with handling large amounts of money.