



HIGHER EDUCATION LIAISON OFFICERS ASSOCIATION

Group Vice Chair (Finance) Role Descriptor

Key skills that will be further developed in this role:

- Budget management including financial record keeping
- Planning and forecasting
- Numerical skills in an organisational context

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About HELOA

HELOA is the professional association of higher education staff working in the field of education liaison and provide guidance and information to prospective higher education students, their families and advisers. Established in 1990, the Association has approximately 1000 members from over 130 higher education institutions across the United Kingdom. Our members work in a wide range of functions within universities, covering areas of schools and colleges liaison, student recruitment, widening participation, external relations, marketing, publications and publicity, and student services. All members are committed to high standards of professionalism.

For our members, we provide:

- High quality and low cost training and professional development opportunities
- Networking and conferencing opportunities, regionally and nationally
- Advice, guidance and support for both newcomers and experienced practitioners
- Regular updates on changes to the HE sector, helping you to better advise your students

HELOA Group Vice Chair (Finance)

The Group Vice Chair (Finance) may be a Primary Contact or HELOA member and will be elected at group level. Each Vice Chair (Finance) shall normally serve for a two year period of office with an option to stay in post for a third year if agreed by the Group Chair and regional committee.

This position will provide the opportunity to develop many of the skills valued more widely in the higher education sector. Below highlights the core responsibilities of a Group Vice Chair (Finance) however over and above this commitment, the Vice Chair (Finance) can become involved in other activities planned by the group.

Core responsibilities

- 1) To prepare a report on the Group account, and current balance as it stands and report on any planned spending at each group meeting;
- 2) To keep a financial record of all group spend;
- 3) To work with the Group Chair to produce a planned £1000 Annual spend document to be submitted to UKC;
- 4) To work closely with the Group Chair and Vice Chairs to ensure sufficient funds are available to undertake annual activities;
- 5) To work with the Group Vice Chair (Administration) to maintain an up to date contact list for group members to ensure efficient invoicing on an annual basis;
- 6) To place orders and make payments for Group activities;
- 7) To maintain travel and subsistence guidelines for Group claimants in line with HELOA guidelines;
- 8) If applicable ensure that the Group account is audited on an annual basis and runs in conjunction with the HELOA financial year;
- 9) If applicable be a co-signatory for the Group bank account;
- 10) To prepare a one page annual report outlining the spend and income for the year to be integrated into the Group annual report for AGM.