



Welcome to BA's Job Description!



Being a Team's BA is one of the most rewarding things you can do.

You have to be dedicated, organised and most importantly of all - really believe in what your team does. The role of BA exemplifies all this and more. You are about to undertake a very exciting, but demanding role! It is the BA's responsibility to handle the money. However, they must also have their eye on the bigger picture. They need to know exactly where your finances stand and be able to plan accordingly. Along with a trustee of ASAP, you will be responsible for ensuring that the Team's money and resources are used legally to benefit it's members. The financial regulations put in place not only ensure money is spent well, but also ensure that we can prove it is spent appropriately.

A Team finances are subject to the same regulations and procedures to make sure that:

- Money is spent correctly
- Transactions are recorded accurately
- Team money is spent to benefit their members

This ensures transparency and accountability to the membership of our Team as a whole.

As BA on the Exec, you be responsible for running your Team's accounts including:

- Signing all forms for payments, money requests and orders
- Keeping your Team informed of it's financial position
- Budgeting for this year and next
- Ensuring your Team does not get into debt
- Making sure all purchases adhere to ASAPs regulations

Here is a breakdown of what your main responsibilities will involve:

Understanding broader picture

Helping the Hannibal to plan the year is another key aspect of the role. This involves being aware of your Team's key objectives, organising activities accordingly and working within ASAP's policy and procedures. This includes understanding the ASAP's financial system.

Reviewing activities & events

An effective BA is always mindful of what works and what needs improving, especially in terms of generating income. You should never keep doing something just because you have always done it

Undertaking relevant training.

As BA you are responsible for ensuring that your society manages its money legally. This means you have to be aware of and abide by ASAP's financial procedures. It is also compulsory to attend ASAP Convention whenever you are notified of specific training for the BA Roles. The BA must know when major events e.g. Sporting finals, large socials and conferences will be held; working with Hannibal and Murdoch to seek fundraising, sponsorship, equipment, transport and speakers on time and on budget. Be organised and don't leave things to the last minute!

Record keeping

Be sure to keep financial records and spreadsheets for future team use. You may be asked to present financial reports at your AGM. Don't forget to also pass on good contacts like sponsors and money management tips!

Top Tip

Don't be afraid to ask for help. The finance office is always there to help you.