



Student Society
of UBC Vancouver

Position Description

Position title: Associate Vice President, Finance
Reports to: Vice President, Finance
Supervises: Funds and Grants Administrator
Employee status: Term, Appointed
Length of term: May 1 – April 30 (1 year)
Hours per week: 20
Compensation: Tier 2
Date revised:

Field Code Changed

Position Purpose

The office of the AMS Vice President, Finance is responsible for all financial matters of the organization, the AMS Sustainability Office, the AMS/GSS Health and Dental Plan, as well as all financial matters of our clubs and constituencies. The position of the Associate Vice President (AVP), Finance demands a multitasking individual with diverse experiences who will act as project enabler and advisor to the Vice President (VP), Finance. This position will be involved with several important projects and initiatives in the portfolio

The AVP, Finance will assist the VP, Finance in overseeing projects within the portfolio, tracking spending, and/or preparing communication materials from the portfolio. The AVP, Finance may also be asked to attend meetings on behalf of the VP, Finance, and liaise with AMS committees. ~~This position will also serve as vice chair of the Finance Commission, overseeing the financial matters of AMS clubs, constituencies, and other groups.~~

Duties and Responsibilities

- Assist and advise the VP, Finance in carrying out their political and administrative duties, and other directives of AMS Council
- Assist the VP, Finance with the budgeting process
- Assist VP Finance in the preparation of quarterly financial reports
- ~~Act as vice chair of the Finance Commission~~
- ~~Work with the Finance Commission, as well as the Sustainability Coordinator to achieve the goals and objectives of the portfolio~~
- Sit on AMS committees and working groups as directed by the VP, Finance
- Attend meetings as a proxy for the VP, Finance as determined necessary
- Help organize and direct special events and/or long-term projects within the portfolio or at the discretion of the VP, Finance
- Review the budgets of all clubs, constituencies, and other groups
- Assist clubs and constituencies in the preparation of their budgets
- Monitor the accounts of clubs and constituencies to ensure they do not incur unauthorized debts and ensure that clubs are fiscally responsible for their members
- Approve allocation of AMS Student directed funds
- Coordinate AMS Insurance Waivers
- Conduct treasurer orientations
- Oversee training program for constituencies to ensure constituencies are financially literate and fiscally responsible
- ~~Collaborate with members of the Student Administrative Commission (SAC)~~

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- Attend weekly meetings of the Finance Committee Commission
- Works with the AMS mission statement and values to operate a successful department
- Other duties as required

Qualifications and Experience

- Must be a currently registered student at UBC Vancouver or one of its affiliated colleges
- Strong writing skills
- Strong organizational skills
- Professional conduct
- Strong interpersonal and communication skills
- Interest in the Financial goals of the AMS and its business units
- Experience and knowledge of the AMS financial systems and procedures
- Event organization and preparation
- Knowledge of issues at UBC is useful but not required

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