Job title: Director of Finance and Sponsorship

Reports to: President

**Position Overview**

The Director of Finance & Sponsorship is responsible of updating financial statements for the club throughout the year, making bank deposits and issuing cheques for payment, when necessary, as well as being responsible for securing sponsorship, both financial and value in-kind, for all uOSBC events, focusing primarily on the uOttawa Sport Management Conference.

**Duties and responsibilities**

- Conduct weekly/monthly meetings for both Finance and Sponsorship and attend General Meetings
- Update all club financial statements, including annual budget and event budgets, bank deposits and account balance
- Responsible for any cash or cheques on hand and a signing authority for uOSBC
- Help the Director of Internal Relations, Legacy and Sustainability with grant applications
- Writing an annual financial report
- Create a uOSBC sponsorship packages and actively secure sponsors, specifically for the uOttawa Sport Management Conference

**Qualifications**

- Must be enrolled as a University of Ottawa student
- Experience in financial management

**Skills**

- Ability to work independently and with a team
- Great attention to detail
- Strong communication skills