



## **VP Finance**

The Vice President of Finance shall oversee all financial matters relating to the Moot Team

### **Responsibilities**

- Regularly check bank transaction records
- Collect membership fees from General Members
- Lead in the preparation of an annual budget for the Moot Team and make relevant applications for additional funding from external partners.

### **Requirements:**

- Undergraduate Carleton University Student
- Knowledge of online banking tools and statements
- The ability to assist/run fundraising events
- Budgeting skills are essential
- Excellent communication and time management skills

Available Positions: 1 (You can apply for a Co-Captain or Head-Captain position as well as Vp-Finance)

### **How to Apply:**

Please submit your resume that details your unique skills and experience.

Applicants can email their resume to [carleton.mooting@gmail.com](mailto:carleton.mooting@gmail.com) with the subject line: Carleton Moot Team: \*Position Title: Application and Resume\*. Please also include your availability for an interview on Friday April 19, 2024. Applications will close at 4:00pm on April 17, 2023.