

## **Carleton University Nigerian Students' Association**

### **Finance Director**

The Carleton University Nigerian Students Association is strongly committed to building a network of Nigerians both at Carleton and beyond. Through this network, it will seek to promote awareness of Nigerian issues. Furthermore, the Association, in collaboration with the larger African community, will work to promote social activism among Nigerians.

### **Responsibilities:**

The Finance Director is responsible for the general oversight and management of the Carleton University Nigerian Students Association's Finances. They handle all financial proceedings as well as recording the income and expenditure of the club. They also work with the executives and are responsible for communicating the financial strengths and weaknesses of the club, with regards to the execution of club events.

### **Requirements:**

- Undergraduate Carleton University Student
- Time management and organization skills are essential
- Ability to work well with others (including other members on the team and others in leadership roles)
- Financial management and budgeting skills are an asset

### **How to Apply:**

Please submit a cover letter and resume that details your unique skills and experience. Please also include your availability for an interview between September 21st - September 28th, 2023. Applicants can email their cover letter, resume, and availability to [clubs@cusaonline.ca](mailto:clubs@cusaonline.ca) with the subject line: Carleton University Nigerian Students' Association President.

Applications will close at 4:00pm on September 28th, 2023.