

Role descriptions

For more detailed information about the society and some of the positions, please see the Student Handbook attached.

Chairperson/Vice-chairperson/Co-Chairpersons

- Chairing the executive committee meeting
- Active communication and the sharing of best practice with chairs from International Student Networks
- Attendings and supporting executive committee meetings
- Organising social activities, working collaboratively with other committee officers
- Attending and supporting other group committee meetings
- Helping to identify and train the next person for this post
- Ensuring that the activities of the group are carried out in accordance with its constitution
- Being an active ambassador for the group
- London Accountant Articles: The London accountant provides small bitesize articles for London based members and students of the ICAEW. These articles are published online and are sometimes picked up for Vital and even the Economia magazine. Articles can be on anything from 'Life in London' to 'Business trends and news' to more accounting based articles if you are feeling technical. They are completed on a quarterly basis and only have to be circa 400 words. The articles are a brilliant way to differentiate yourself within your firm. They also allow you to explore your actual passions within accountancy and have even been used to push job applications.
- Signing of key accounts and minutes

Treasurer

- Prepare annual budgets
- Planning for the student society financial future
- Regularly monitoring revenue and expenditure
- Helping other committee functional areas with financial matters
- Providing quarterly reporting to the ICAEW Student Council
- Responsible for the ICAEW Support Fund (ISF) applications
- Review and authorise VAT returns
- Organise the Independent Examination of the accounts by liaising with the ICAEW Finance Team in Milton Keynes and the Independent Examiner
- Submit annual accounts to Charity Commission and Companies House (although the Independent Examiner submit the accounts to Companies House on our behalf – with authorisation)

Secretary

- Prepares and distributes agenda for the meeting in advance
- Minutes the meetings and distributes

- Responsible for statutory filings such as annual returns and updating directors/trustees on Companies House/Charity Commission
- Organises meetings and sends out invitations
- Organise and prepares the AGM
- Ensuring that the activities of the group are carried out in accordance with its constitution

Head of Student Ambassadors

- Help the committee to fulfil its objectives
- Managing and communicating with student/firm ambassadors
- Recruiting and onboarding firm ambassadors
- Attending and supporting executive committee meetings
- Organising social activities, working collaboratively with other committee officers
- Ensuring that the activities of the group are carried out in accordance with its constitution
- Being an active ambassador for the group

Sponsorship

- Responsible for finding sponsors for the events
- Liaising with existing sponsors on potential new/existing events

Social Media

- Advertise events and blogs on Social Media
- Respond to social media messages from prospective CASSL members
- Organise and collate promotional material from CASSL events
- Use ICAEW brand hub for promotional material and keep on brand

ICAEW Student Council Representative

- Attend the monthly council meetings (meet other council members from the different societies internationally)
- Report back key findings from those meetings
- Complete ISC quarterly reports (liaise with the Treasurer for the cash movements)

Area Societies Development & Communications Committee Representative

- Attend meetings (meet the head of other London societies such as Younger Members London, President of London Society of Chartered Accountants, President of ICAEW, ICAEW council)
- Report back key findings from those meeting
- Use these meetings as a tool to help the committee ie, sponsorship

Wellbeing

- Organise events whether social or sports related to improve the wellbeing of CASSL students

- Report back key findings and recommendations on student wellbeing working with charities like CABA.

Mentorship

- Assist with the mentorship and development of CASSL members from senior CA's like the LSCA or ICAEW council
- Working with mentees and mentors and feeding back results in committee meetings

Diversity

- Organise diversity events for the specific diversity pillars
- Ensure that diversity is at the forefront of our events
- Liaise with the ICAEW on their diversity projects and how CASSL can be involved
- Reach out to employer reps and the diversity departments in respective firms for CASSL involvement

Development

- Works with tuition providers to case study and other revision lectures for ICAEW students
- Provides a direct link between CASSL and tuition providers

Student Ambassadors (does not need to be voted in)

- Forwards events to members of their respective firms
- Works with CASSL directors above on events and feedback from students