

Role Description | Finance Officer

Accountable to | Presidential Office

Purpose of the Role

To ensure the financial sustainability of the Federation and to effectively coordinate EFPSA's financial activities

Main Responsibilities

- To ensure that the Board of Management is kept up to date about EFPSA's financial standing
- To coordinate, support and provide guidance to the Finance Office in the fulfillment of its tasks of grants, partnerships and financial administration and oversee their progress
- To provide the teams within EFPSA with financial support
- To maintain the EFPSA bank account and keep accurate archives

Tasks

- Preparing the annual budget and ensuring that it is adhered to throughout the mandate
- Overseeing of all financial management tasks including
 - Accurate and effective regular recording of EFPSA's finances using Wave accounting software
 - Arrangements in regards to EFPSA's expenditures, payments and bank transfers
 - Creation of invoices, money collection and receipts for the Membership Fees
- Ensuring that any awarded grants are managed appropriately and within the specific requirements
- Checking EFPSA events' budgets in collaboration with the Events Office
- Preparing the Financial Report at the end of the mandate for the General Assembly and the external financial auditor

Requirements

- Experience or interest in financial management
- Knowledge about accounting and banking
- Experience and/or strong interest in grant management and NGO partnerships
- Knowledge of the Dutch and/or French languages is encouraged, but not essential
- Awareness of Belgian law regarding NGO finances is strongly encouraged, but not essential

Please note that EFPSA's roles are always being developed, therefore, there may be slight variations to this document since it was produced. If you would like to ask any questions, receive additional insight or state an interest in this position, please contact the current Finance Officer (finance@efpsa.org).