

## **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 maintain the EFPSA bank account and keep accurate archives
- To provide guidance to Grants Team and Partnerships Team within Finance Office, oversee their progress and support them in financial administration
- To provide the teams within EFPSA with financial support

### *Tasks*

#### *Finance Officer*

- 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
- Checking EFPSA Events' budgets in collaboration with the Events Office
- Preparing the Financial Report at the end of the mandate for the General Assembly

#### *Grants Team and Partnerships Team*

- Meeting regularly with the Coordinators of Grants Team and Partnerships Team and checking their progress of the work in comparison to their Action Plans
- Overseeing the work, providing feedback and guidance on all actions, activities, documentation and proposals (after discussion with the BM)
- Being receptive to problems that arise and attending to these as effectively and promptly as possible
- Coordinating the selection of the new teams

### *Requirements*

- Experience or interest in financial management
- Knowledge about accounting and banking

- Experience and/or interest in NGO partnerships and grants
- 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](mailto:finance@efpsa.org)).