

Role Description | Finance Office Team Member

<i>Team</i>		Finance Office
<i>Accountable to</i>		Finance Officer

Purpose of the Role

- Assisting the Finance Officer in carrying out his/her duties through an effective collaboration

Main Responsibilities

- To work with the Finance Officer on ensuring efficient record keeping of all monetary movements in and out of the EFPSA bank account
- To assist the Finance Officer in creating the annual budget and financial report
- To assist the Grant Responsibles* in creating grant budgets and collecting material for grant reports

Tasks

- To remain up-to-date with the progress of all monetary movements
- Supporting the Finance Officer in record keeping of EFPSA's transaction and collecting and archiving any receipts or invoices
- Supporting the Finance Officer in creating the annual budget and financial report
- Assisting in the compilations of materials for grant reports
- Assisting the Grant Responsibles in creating grant budgets in accordance to annual budget
- To collect and archive Events budgets
- To assist the Finance Officer in reviewing Events budgets and meetings with Organising Committees, if needed

Requirements

- A strong command of the English language
- Diligence and thoroughness
- Well organised and structured working style
- Interest in financial work
- Good time management and communication skills

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 on finance@efpsa.org