

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 situation.
- 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
 - Overseeing and implementing the annual budget for the entire Federation.
 - Overseeing of all financial management tasks including.
 - Accurate and effective regular recording of EFPSA's finances using the accounting software.
 - Arrangements in regards to EFPSA's expenditures, payments and bank transfers.
 - Creation of invoices, money collection and receipts for the Membership Fees.
 - Provide the Internal Audit Committee with needed documents.
 - Checking EFPSA Events' budgets in collaboration with the Events Office.
 - Preparing the Financial Report at the end of the mandate for the General Assembly.
 - Preparing the draft annual budget of the next mandate.
- 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

- A strong command of the English language.
- 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 preferable, but not essential.
- Awareness of Belgian law regarding NGO finances is preferable, but not essential.

Time Investment

- You will be working approximately on average 12-15 hours a week on EFPSA. However, you are flexible in allocating your time during the week.
- Next to the EFPSA Congress and Joint Executive Board & Member Representatives Meeting, you will meet in-person twice with the Board of Management to have a week-long meeting. This usually takes place in August/September and January/February.
- Should you be concerned about the time investment, please don't hesitate to contact any current or past Board of Management members. Many before you have taken this opportunity successfully while simultaneously studying or working.

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).