

## Role Description | Finance Officer

*Accountable to* | Presidential Office

### *Purpose of the Role*

- To ensure the financial sustainability of the Federation, maintain existing and adding new income streams as well as to effectively coordinate EFPSA's financial activities.

### *Main Responsibilities*

- To ensure that the Board is kept up to date about EFPSA's financial situation, new partnerships and grant applications.
- To plan and maintain EFPSA's annual budget
- To maintain the EFPSA bank account and keep accurate archives.
- To provide guidance to the Grants Office, Partnerships Office, as well as members of the Finance Office, overseeing their work, guiding and supporting them in financial administration.
- To provide the services and offices within EFPSA with financial support and advice.
- To oversee and guide the financial activities of EFPSA's events' Organising Committees
- To help the Board reaching and developing the Strategic Plan.
- To partake in regular Board obligations.
- Overseeing the EFPSA Scholarship Programme and the selection of participants

### *Tasks*

- Finance Officer
  - Creating 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
    - Arrangements in regard 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.
  - Preparing the Financial Report at the end of the mandate for the General Assembly.
  - Preparing the preliminary, annual budget of the next mandate.
  - Personally execute all of EFPSA's financial transactions
- Finance Office, Grants Office and Partnerships Office
  - Meeting regularly with the Coordinators of the Grants and Partnerships Office as well as the responsibilities of the Finance Office, checking their activity and progress in line with their Action Plans.
  - Generally overseeing their work, providing feedback and guidance on all actions, activities, documentation and proposals.

- Being receptive to problems that arise and attending to these as effectively and promptly as possible.
- Coordinating the selection of new office members.
  
- EFPSA Events Organising Committees
  - Check and comment on their preliminary budgets.
  - Be available for meetings, if requested, to give general advice on their financial planning and negotiations, e.g. with venues.
  - Check any contractual obligations for EFPSA and consult after with the Events Officer.

*General requirements for the position of a Board member (insert link)*

*Specific requirements for this role*

- Proven experience in financial management.
- Knowledge of 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*

- Availability to work on average 15-17 hours a week for EFPSA. However, you are flexible in allocating your time during the week.
- Should you be concerned about the time investment, please do not hesitate to contact any current or past Board 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 interest in this position, please contact the current Finance Officer ([finance@efpsa.org](mailto:finance@efpsa.org)).