

EUROPEAN FORUM OF VOCATIONAL EDUCATION AND TRAINING

SPECIFICATION OF TASKS

Area:	TREASURER
Reporting to:	EXECUTIVE TEAM AND STEERING COMMITTEE
Closing date:	Sunday 11 October 2020

The successful candidate will be responsible for managing EfVET and represent the association as legal representative and before the EU and other institutions, in accordance with EfVET constitution.

Responsibilities
EfVET treasurer will ...
... be the legal representative of EfVET
... be responsible General financial oversight
... Oversee and present budgets, accounts and financial statements to the Executive team and Steering committee
... Ensure that appropriate financial systems and controls are in place
... Ensure that record-keeping and accounts meet the conditions of statutory bodies
... Prepare and present the (rolling) budget (quarterly)
... Advice on financial implications of strategic and operational plans
... Present revised financial forecasts based on actual spend
... Follow the project budget projection and expenditure
... Present accounts at the AGM
... Ensure effective and transparent monitoring and reporting
... Prepare accounts for audit together with the office manager

Additional tasks

The Treasurer will ...

... Manage bank accounts

... Set up appropriate systems for book keeping and payments

... check and sign the financial records of all projects, including timesheets, budgets,...

... Ensuring that the financial policy is followed, and the financial activities are transparent

Essential criteria

Prosess excellent English writing and oral skills

The ability to communicate effectively

The ability to work accurately with a high attention to detail

A flexible, approachable style of working with others to achieve successful outcomes

A drive to achieve quality in all aspects of the role

The applicant needs a signed and stamped recommendation from the college/organization where he/she is working which shows that he/she has the college's support with regard to the time that is spent for EfVET including the travelling expected.

CONDITIONS OF ENGAGEMENT

Working Hours

As all positions in EfVET's ET/SC, the position of the treasurer is on voluntary basis with no regular working hours applied. In order to fulfil the tasks mentioned above however, the treasurer needs to be present in all ET/SC meetings, including EfVET conferences.

Reimbursement

Expenses made with regard to fulfilling the treasurer's task, particular the participation in face-to-face ET/SC meetings, will be reimbursed by EfVET. The participation in any other meetings will also be reimbursed according to EfVET's financial guidelines.

Equality & Diversity

EfVET is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that the Organisation strives to ensure that no applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Application

Fully completed application forms (Europass application documents) should be submitted online by 11 October 2020.

The applicant should be prepared to answer questions from EfVET's National Boards as part of the selection process.

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