

[OPEN CALL] IFSA SAN Treasurer

The IFSA Supporter and Alumni-Network is hiring! Would you like to be closer to IFSA again and give back what IFSA previously has given you? Then this is your chance to join the IFSA SAN Board as Treasurer on a voluntary basis.

Background

The Treasurer is a member of the Board and therewith has a general responsibility for the organization as such and serves as the main responsible person in all financial matters. IFSA SAN's finances are managed through a German bank account, using the online service of this bank, and a PayPal account that is linked to the Postbank account.

Key Duties and responsibilities of the Treasurer:

- He/She manages the bank account (e.g. transfers, available resources, electronic documentation) and related affairs (e.g. regular contact to bank, controlling of the statements of account).
- He/She is responsible for good and regular contact with relevant authorities regarding the status as non-profit organization in place and compliance to German tax law.
- He/She prepares the Annual financial budgets of the bank accounts for the IFSA SAN year to come and reports to the GA (the budget will be accepted by the IFSA SAN board).
- He/She oversees membership payments, sends reminders, prepares all the invoices and regularly updates the members' list.
- He/She needs gives assistance for members regarding questions of payment.
- He /She attends regular Board meetings and reports about the financial and membership matters.

Your profile:

- You are organized, reliable, a team-player and with a certain sense for numbers
- Experienced and/or able to conduct financial reporting and administer financial matters
- Some knowledge of German is a plus, but not considered as a limiting factor
- You are an IFSA Alumni and committed to become an IFSA SAN member if you are not yet one

How to apply:

Please send the following documents in a single PDF file to board@ifsa-san.net (subject: SAN Treasurer application – YOUR NAME). Incomplete or late applications cannot be considered.

1. Short motivation letter, including information on your current affiliation and your former IFSA “career” (max. 1.5 pages, font: Arial, font size: 11 pt.)
2. If possible, any verification that you are an IFSA Alumni (e.g. member's list of your Local Committee (LC), former working contract from LC or IFSA stating that you have served as LC member/Official, media releases or any other means).

Please send questions to board@ifsa-san.net. IFSA SAN strives for cultural diversity and gender balance.

DEADLINE: 22nd February, 2023 - 23:59 GMT