

## **Role Description** | Accounts Administration Coordinator

*Team* | Finance Office  
*Accountable to* | Finance Officer

### *Purpose of the Role*

- Keeping a record of all monetary movements in and out of the EFPSA bank account in agreement/communication with the Finance Officer

### *Main Responsibilities*

- To ensure efficient record keeping of all monetary movements in and out of the EFPSA bank account
- To remain up-to-date with the progress of all monetary movements and ensuring all payments are completed on time
- To reply to questions and requests for support in monetary movements from other teams in EFPSA

### *Tasks*

- Ensuring that EFPSA's accounting software, Wave is kept up to date on a regular basis
- Supporting the Finance Officer in record keeping of EFPSA's transaction and collecting and archiving any receipts or invoices
- Supporting the Finance Office in its collective tasks

### *Requirements*

- Knowledge of the Wave accounting software?
- Logical approach to tasks
- Good time management and communication skills
- Attention to details
- Strong command of English language

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](mailto:finance@efpsa.org).