

Role Description | Accounting & Budgeting Responsible*

<i>Team</i>		Finance Office
<i>Accountable to</i>		Finance Officer

Purpose of the Role

- Taking care of EFPSA'S managerial accounting as well as collaborating with the Finance officer to prepare the annual budgets of the federation

Main Responsibilities

- To ensure efficient record keeping of receipts matching with all monetary movements in and out of EFPSA's bank account as well as keep EFPSA's accounts in the accounting software up to date
- To communicate with EFPSA's Offices and Services assessing their financial needs
- To assist the Grant Responsibles* in creating grant budgets and collecting material for grant reports

Tasks

- To remain up to date with the progress of all monetary movements
- To keep record of EFPSA's transactions and to collect and archive any receipts or invoices
- To create budgets of EFPSA's offices and services according to their financial needs
- To regularly communicate with the Finance Officer about changes of the financial needs in the Working Community and assist in adapting the annual budget
- Assisting the Grant Responsible in creating grant budgets in accordance to the annual budget
- Assisting the Finance Officer in creating the annual budget and financial report to collect and archive Events budgets
- To assist the Finance Officer in reviewing Events budgets and join meetings with Organising Committees, if needed

Requirements

- A strong command of the English language
- Diligence and thoroughness
- Well organised and structured working style
- Interest in financial work
- Good time management and communication skill

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

**Please note that this change and position are pending approval at March e-voting, 2021*