

JOB DESCRIPTION – THE TREASURER

- Activities:
- coordinating/supervising financial administrative process;
 - preparing financial strategy according to the policy of the board;
 - implementing and evaluation of board policies; giving advice to the chairperson of the board

The main description of the job involved:

Advises EATA Executive about the yearly financial cycle

- monitoring income and expenses
- controlling the bookkeeping
- analyzing financial data
- calculating budget changes according to the change of policy

Requirements and skills:

- member of EATA community
- quite fluent in written and spoken English
- person with passion , open for a new experience, ready to learn
- good knowledge of financial and fiscal legislation and of the budget process
- very good communicative skills
- advisory skills
- ready to work voluntary

Contacts:

- with the accountant
- with authorities and other parties involved
- with the President and Executive of EATA

Please contact for applications and/or further questions

EATA president Sabine Klingenberg (sabine.klingenberg@abakushad.de)

Or executive secretary Marianne Rauter (EATA@gmx.com)

Applications please before January 31st, 2012.
