



# EfVET Treasurer

## Call for Application

**Function:** Responsible, in close cooperation with the President and the Executive Director, of the financial management of the Association (*art. 16 Statute*)

**Mandate:** 3 years, from October 25<sup>th</sup> 2025

**Reporting to:** Board of EfVET and General Assembly

**Closing date:** **Thursday 31 July 2025 EOB**

The successful candidate will propose a transparent internal system of continuous monitoring and reporting of expenses and the definition of budget and balance sheets, in collaboration with the Executive Director and the President.

The Treasurer-elected will be responsible for supporting the Board of EfVET decisions, as part of the Executive Management Team, pursuing the overall EfVET strategy approved by the General Assembly.

### Main tasks

The Treasurer will:

- Monitor the financial accounts of the organization, approve major expenses, ensure the record-keeping, coordinate the annual audit
- Prepare annual budgets to be approved by the Board of EfVET and the General Assembly, integrated by quarterly rolling budget analysis
- Monitor the process for the setting up of annual balance sheets and financial statements to be approved by the Board of EfVET and the General Assembly
- Advise the Board of EfVET on financial sustainability, risk management, and good governance, in collaboration with the EMT



## Skills

The success of EfvET rests on a very strongly felt and shared set of skills and values, which determine its strategic direction. It is crucial that the successful candidate shows, in particular:

- Proven experience in financial management, accounting, or auditing (ideally in non-profit or international associations).
- Understanding of budgeting processes, financial planning, and reporting to boards and external stakeholders (e.g. funders, general assembly).
- Excellent interpersonal and communication skills; able to explain financial concepts clearly to non-financial stakeholders.
- Capacity to work in a multicultural and multilingual environment.
- Good command of the English language (spoken and written); other EU languages are an asset.

## Requirements

Staff members formally affiliated with **EfvET Member Organisations are eligible** to be nominated. **External candidates can be considered**, should the skills, experience and knowledge, proven to be an asset for EfvET. Membership of EfvET, however, will be given special consideration in the event of equal suitability, qualifications and professional performance.

The position of Treasurer is on **voluntary basis** with no regular working hours applied. However, in order to carry out the position mentioned above, the Treasurer needs to be present in all **EMT and Board of EfvET meetings** (2-day meetings in January, May-June, September), and the **General Assembly** during the Annual EfvET conference (October). Travelling days (away from own workplace) will typically be a mix of weekdays and weekends, estimated between 15 to 20 days a year.

The candidate should be able to commit time on a voluntary basis to **attend regular online meetings with the Secretariat** for the regular monitoring of accounts and preparation of the relevant documents. That could take an estimated time (but not limited to) of 1 day per month on a regular basis.

## Reimbursement



Expenses made with regard to fulfilling the tasks as EfVET Treasurer, in particular the participation in face-to-face EMT or Board of EfVET meetings, and within EfVET's financial guidelines, will be reimbursed by EfVET.

## 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 favorable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs

## Application and Selection process

Fully completed application includes a **synthetic Resume** (max 2 pages) and a **Cover Letter** (max 500 words). The Cover Letter should include information related to:

- Candidate's current position and scope of responsibilities.
- Details related to the candidate's involvement in EfVET activities in the past 3 years.
- Motivation to apply.

These 2 documents should be submitted via email (Subject: EfVET Treasurer Call 2025) by **31 July 2025 EOB** to the Secretary General Ms. Valentina Chanina ([vc@efvet.org](mailto:vc@efvet.org)), with CC'd the Secretary to the Board Ms. Ami Toikka ([ami.toikka@edu.hel.fi](mailto:ami.toikka@edu.hel.fi)) and the Executive Director Mr. Paolo Nardi ([director@efvet.org](mailto:director@efvet.org))

The applicant should be prepared to answer questions from the members of the Board of EfVET as part of the selection process before the next Board of EfVET meeting on **September 16<sup>th</sup> -18<sup>th</sup>**. The election will follow the completion of the interviews. The mandate will start after the Annual General Assembly on October 25<sup>th</sup> 2025.