



Job description

Function/Role:	Treasurer of EATA
Committee:	Executive Committee (EC)
Terms:	4 years
Elect/Shadow period	-
Max. years of extension:	not restricted
Tasks and responsibilities:	<ul style="list-style-type: none"> • Attend the Executive Committee meetings, Council meetings and General Assembly • Plan, control and monitor all financial activities of EATA, including the survey of EATA bank accounts • Prepare and present an annual report on EATA financial activities to the Council and General Assembly. • Prepare and submit the annual EATA accounts and budgets to the Council and General Assembly and get release for it. • Support the chairpersons of the committees and task forces in all financial matters. • Give financial advices and assistance to the organization of EATA conferences. • Monitor and, if necessary, propose changes and updates of the financial procedures and work processes. Check and, if needed, propose new procedures to reduce administrative costs. • Monitor all EATA expenses and their effects on the budget. • Operate and/or monitor payments in the different European currencies when needed.
Competencies:	Competencies in financial matters
TA competencies and requirements:	Member of EATA
Special requirements:	Proficient enough in English.
Other:	The treasurer is a non-voting member of the EATA executive Committee and the EATA Council.

Reviewed

Treasurer Anna Krieb	General Secretary Annamaria Cser	EC Member Peter Rudolph
Date: 12/03/2020	Date: 23/05/2020	Date: 12/03/2020