

## *Treasurer to the Executive*

The purpose of the treasurer is to ensure EYFDM finances are managed in a way that allows the organisation to complete its aims and objectives. They do this through advising on budgets and spending, managing the EYFDM bank accounts and the EYFDM Fund and overseeing finances at EYFDM Events. This role is vital in promoting the stability and sustainability of our organisational activities. Please note that EEA/EU resident status is essential due to banking regulations.

### **Duties and Responsibilities**

- keep a running account of income and expenses
- develop a proposed budget for yearly activities
- pay invoices
- ensure delivery of monetary prizes and disbursement of EYFDM Fund
- reimburse expenses and make other refunds
- suggest and maintain regulation of refunds

### **Skills and competencies**

- basic accounting skills
- knowledge of Excel spreadsheets or similar tools
- relevant computer skills to manage online banking systems

### **Relationships**

- communicate with EYFDM Executive Group regarding current financial status • communicate with WONCA Hon. Treasurer and WONCA Europe secretariat regarding EYFDM banking and relevant laws, guidelines, tax and duty regulations etc.
- advising members of EYFDM on how to obtain relevant reimbursements
- communicate with recipients of EYFDM Fund bursaries and EYFDM prize winners