



call for Economic affairs manager

join the ISOT team in Timisoara.

The international students organization of Timisoara - ISOT is an NGO dedicated to represent the international students in the university of medicine and pharmacy in Timisoara that are around 1400 international students from all over the world.

DESCRIPTION:

ISOT is looking for responsible person to fill in the position of the economic affairs manager of ISOT in Timisoara. The position is responsible for leading the financial activities, and responsible on the bank accounts and the communication with ISOT accountant.

RESPONSIBILITIES:

1. Manages the financial activities of the Association.
2. Reviews and approves the project budgets, motivating their decision. Evaluate the costs and benefits of ISOT activities from financial point of view.
3. Determine which is the most economic and money saving option.
4. Permanent checkup of the budget and determining the cause of any variances with the help of ISOT accountant.
5. Deal with the expenses of any event planned and/or organized by or involving Association.
6. Assures that the budget is well spent.
7. Be responsible for fund-raising and sponsoring activities of the Organization with the coordination of ISOT President ensuring sufficient income for ISOT.
8. Be responsible for ISOT's financial situation and bank account, and make monthly financial reports with the help of ISOT accountant.
9. Present the overall financial situation to the board of directors to get approval and to be presented to General Assembly at the annual meeting subject to approval as written above.

REQUIREMENTS



1. Good communication skills – written and verbal;
2. Ability to work individually and in a team.\
3. Trustworthy, and high responsible person.
4. Diplomatic and negotiations skills: able to talk with businesses.
5. Ability to prioritize, respect deadlines and work with others in a dynamic and multicultural environment;
6. Motivation to learn the basics of economic management: drafting business contracts, writing receipts, checking the bank account.
7. Student in the university of medicine and pharmacy in Timisoara.

ISOT values those who take initiative and strive for constant self-development.

We would be very interested to welcome in our team a person with such attributes, interested in the international students matters in Timisoara and the UMFT higher education issues and with a positive, but responsible, attitude towards her/his work responsibilities and colleagues.

Terms of volunteering;

The post is volunteering and ISOT will give no financial imbursement.

The estimated number of working hours: 5 hours/week.

The volunteer is expected to fill in the economic affairs manager until: May/2019.

The volunteer will receive certificate stating his total working hours and services offered.

Starting date:

6th, May 2018

For more details, please contact: Katarina Mara ISOT executive secretary at:

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