

CALL FOR APPLICATIONS - EMA MANAGEMENT BOARD

Position: Director of Financial Management

Duration: 2 year commitment

Application Deadline: 22 May 2021

Start Date: 01 July 2021

Location: Remote with potential travel opportunities

Type of Position: Voluntary

Director of Financial Management

EMA is looking forward to appointing the Head of Financial Management who will manage the financial infrastructure and requirements of the Association. Primarily dealing with internal (EMA members) and external stakeholders (the Service Providers, banks, online payment platforms, and other associated partners).

The candidate should demonstrate an interest in managing accounting activities, including bank reconciliations, accounts payable and accounts receivable, tax declarations, excellent organizational skills, and handling time-sensitive tasks. The candidate will be responsible for the correct and transparent administration of the Association's finances.

Learn more about EMA's Units [here](#).

Candidate Profile:

Required

- Knowledge of EMA, its statute and internal regulations is obligatory;
- Professional knowledge and experience in financial and accounting management;
- Knowledge of departmental rules, regulations, policies and procedures;
- Knowledge of invoice management and reimbursements;
- Exceptional organisational skills and high attention to detail;

Preferred

- Hold a degree in Finance, Accounting or Economics or related fields;
- Knowledge of European and Belgian financial and tax regulations will be an added advantage;

- Advance knowledge of PayPal and/or other online payment platforms;
- Project management skills and IT literate, able to use project management and other tools such as Asana, Slack;
- Ability to work effectively with dynamic and diverse staff, and coordinate work with an across time zones and geographically distributed team;
- Excellent interpersonal and communication skills;

Responsibilities:

- Develop an adequate and stable financial infrastructure and financial mechanism/system of the Association;
- To establish and manage an overarching financial policy and standard operating procedures for all financial issues;
- Ensure adherence to financial laws and guidelines;
- To drive the financial planning of EMA by analyzing its performance and risks;
- Plan, organize, audit, account for and control the Association's finances and and EMA's transactions (such as, but not limited to, honorariums, sponsorships, project or other grants, refunds, reimbursements, receipts and invoices), necessary for its continuous operations and activities;
- Review, monitor and manage budgets for events and projects;
- Produce financial reports/statements and any other required financial documentation;
- Develop strategies that work to minimise financial risks;
- Oversee all audit and internal control operations;
- Contribute towards development of EMA's fundraising strategy and manage relationships with partners and investors;
- Assist the leadership in making strategic financial decisions for the sustainability of the Association;
- Conduct analysis to make forecasts and report to management board;
- Retain constant awareness of the EMA's financial position and acting to prevent problems.

For detailed objectives and functions of the Financial Management Unit, refer to [EMA's Internal Regulations](#), clause 2.

Potential Benefit

The position is on a volunteer basis, and you will be able to:

- Gain international multidisciplinary experience in non-profit organization management;
- Develop a strategic mindset and leadership skills;
- Develop a profound understanding of EU Higher education and political landscape;
- Contribute towards addressing societal challenges and be a positive influencer;
- An inclusive and friendly work environment;
- Access to a unique network and other services;
- Occasionally, sponsored international travel when required for meetings or events, such as the EMA General Assembly, ESAA Capacity Building Training, seminar, and so on.

Application Requirements:

- Proof of approval as an Ordinary member from the community portal;
- CV / Resume stating only relevant experience for the position;
- Motivation letter (max 200 words);
- Presentation deck (max 5 slides, About, Motivation, Plan for 2 year);
- Video/Audio pitch (maximum 1,5 mins):
 - What do you plan to contribute to EMA and the Management Board?
 - How do you want to lead your Unit?
 - What is your leadership style - what type of leader are you?
- 2 Recommendation letters containing contact details (email and phone number).

An [“Ordinary” Member](#) can apply as a candidate for the Management Board and vote in the elections during the General Assembly, in the manner as prescribed in the Internal Regulations.

Submit your application [here!](#)