

## **Job description for: Treasurer**

### **Job title:**

Treasurer

### **Substitute:**

In case of absence the Treasurer will be replaced by the Secretary.

### **Main purpose of job:**

To be in charge of the finances of the EFSHT

### **Duties include:**

- To support the members of the Executive Committee in any work or advice.
- To correspond with the national delegates regarding the annual fees.
- To invoice the annual fees and mail them to the national delegates.
- To check incoming payments.
- To correspond with the members of other EFSHT Committees (Education, Scientific etc.) regarding the reimbursement of expenses.
- To answer the ECHT Coordinator after receiving a request regarding the payment of the ECHT fee.
- To assess the reimbursement claims.
- To financially manage the sponsorship contracts and support the secretary of EFSHT in following up the contracts.
- To prepare the budget annually.
- To prepare the annual financial statement.
- To prepare the „Final Statement of Membership Fees“ annually.
- To prepare the „Treasurer’s Report“ annually.
- To correspond with the EFSHT bank in collaboration with the in-country-bankrepresentative.
- To be in charge of accounts.
- To be in charge of the safe-keeping of the accounting documents for seven years.
- To check and respond to e-mails at least three times a week.
- To participate in Executive Committee teleconferences.
- To participate in EFSHT Council Meetings.

### **Financial Competences:**

The office holder could spend up to 200 Euros a year covered under the category Contingency in the annual EFSHT budget.

**Authority to sign:**

The office holder is authorised to conclude and to sign bank transactions.

**Professional Secrecy:**

The office holder is bound to professional discretion regarding information about people, data and procedures in accordance to the EFSHT privacy declaration.

**Requirements:**

- Having experience of Internet Banking
- Having knowledge of the EFSHT Bylaws regarding management and reimbursement protocols of the various committee members
- Having proficiency in the English language

**Formal information:**

This Job description has been revised in September 2021. It has to be re-assessed at the latest by September 2024 to adapt possible changes.

**Signature**

**Office holder**

**President**

EUROPEAN FEDERATION  
OF SOCIETIES FOR HAND THERAPY