

Open Call National Treasurer

Treasurer is responsible for making the budget and financial statement. Daily business matters, invoicing and handling the General Fund are also on the Treasurer's task list. In addition to these together with the person responsible for corporate partnerships, is in contact with them on sponsorship issues.

On budget and financial statement, the treasurer

- Establishes a budget for the coming year, in cooperation with the rest of the board and keeps track on the spending throughout the year and checks whether or not in/out of the budget
- Makes sure that all transactions are recorded in the books and there are receipts for each transaction
- At the end of the financial year, the financial statements (Balance Sheet and Income Statement) have to be prepared and together with the receipts and book entries given to the auditor

On daily business matters and invoicing the treasurer

- Checks the accounts on a weekly basis, reporting actual balance to the rest of the board in the board meeting, and a summary about what has been invoiced, what has been paid etc.
- Paying invoices that are incoming and Invoices receivables
- Paying reimbursement expenses of NB members – newly established reimbursement forms, reimbursement guidelines. Important: picture of the original receipt has to be given, otherwise no reimbursement
- Handles setting the orders of ESN cards, ESN Overalls and ESN gadgets and prepares the invoices to the sections. : Order for the whole country, in cooperation with the Section Coordinator
- Pays the membership for the whole country to ESN International when due (60 € per section)

Partnership issues

- Invoices Aikamatkat and DNA over commissions gained.
- Invoices Aikamatkat sponsorship amount
- DNA send a list with the commissions gained per month (5% per topping), usually once or twice a semester.

General Fund

- Keep sure the General Fund guidelines, also the simplistic ones are up-to-date.
- When a section applies, the treasurer suggests a decision based on the sent documents to the board, the whole board decides on them. The treasurer takes care of having all the necessary documents and transferring the money when invoiced (after the event).

Should you have any question about the position, you can always approach our current Treasurer at marjut.jalkanen@esnfinland.eu or treasurer@esnfinland.eu

