

Vice President Finance

Role: Main Responsible for finances of AIESEC NHH

Accountability: Reports to AIESEC NHH President

What you will be doing:

- Manage the AIESEC NHH accounts, and keep them up to date
- Manage the financial bookkeeping in Visma
- Create financial reports
- Collect outstanding debts
- Sending all financial reports to the AIESEC Norway Member Committee
- Responsible for AIESEC NHH bank accounts
- Responsible for applications to trust-funds and other sponsoring entities
- Responsible for revenue diversification.
- Create AIESEC NHH and project budgets
- Main responsible for follow-up of organizing committees for national conferences
- Ensure that AIESEC NHH is run in a financially sustainable manner

General:

- Formulate overall strategies and plan activities of AIESEC NHH
- Report results, progress and news to executive board at weekly meetings.
- Participate at weekly executive board meetings
- Go to all (3) national conferences
- Attend biweekly / monthly AIESEC NHH meetings
- Have and maintain a Google calendar for incoming exchange events that is shared with all other board members

You will gain:

- Real world leadership experience
- Financial planning and accounting experience
- A deeper understanding of finances in organizations
- Experience in the use of Visma accounting system
- Increased personal effectiveness
- Professional communication skills
- Experience solving complex problems
- Training skills
- Teamwork experience
- Strategic thinking and project planning experience
- Lifelong friendships

Measures of success:

- LC having made a profit at the end of year
- LC at all times being able to pay its costs
- Maintaining a thorough and up to date overview of finances, that can be passed on to successor
- Delivering all reports on time

Personal characteristics of candidates:

- Professional
- Interested in Finance and accounting
- Effective
- Good time management
- Teamwork experience
- Leadership experience
- Management experience
- Result oriented
- Active learner
- Able and willing to devote up to 20 hours a week to AIESEC

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