

JOB DESCRIPTION AIESEC VUB 2009-2010

Organizing Committee VP Finance (OCVPF)

Position Role

The OCVP Finance keeps track on all resources used by the project, assures that the project is financially sustainable. In this role you will develop planning and prioritizing skills, time management skills, analytical skills, assertiveness as well as self-discipline.

Structure Integration

LC Structure

Talent Management	
External Relations	
Finance	x
Projects	x
Communication	
Exchange	

AIESEC Experience stage

The role will be framed towards the Taking responsibility track. It encounters the idea of taking responsibilities on professional manners.



Leadership Role Stage

Possible Behaviours Developed at this Stage

	Foundation	Knowledgeble	Proficient	Advanced
Competencies	Behaviour 1	Behaviour 2	Behaviour 3	Behaviour 4
Respect				x
Self Confidence				x
Integrity				x
Self awareness				x
Empathy			x	
Negotiation			x	
Accountability			x	
Effective Communication				x
Adaptability				x
Results Orientation				x
Developing Others				x
Innovation and Creativity			x	
Stakeholder Focus			x	
Social Inclusiveness				x
Resource Management			x	
Organizational Understanding				x

.Subordinates to	.Subordinates for	.Cooperates with
LCVPF, OCP	OC members	LCVP Projects, OCP, members

Responsibilities

- Constant communication with the LCVPF
- Project budget
- Be present at all times during the project carry out
- Ensure the LC sustainability in terms of finance
- Main legal and financial responsible at project level
- Encourage the members in order to have good use of the financial resources
- Controlling

Specific tasks

- Creates the forecasted budget together with the OCP of the project, according to the action plan
- Grant research
- Applies for grants in order to obtain sustainable sources of revenues for the project
- Allocates resources in a rational way
- Keeps track on forecasted budget, makes adjustments in case the action plan changes, completes the realized budget
- Keeps track on contracts signed and the deadlines for money/in kinds to enter in the project
- Realize a cash flow in order to track inflows and outflows of cash
- Educate members to bring financial documents
- Realize the report for grants received
- Creates a the financial report at the end of the project
- Deliver the necessary reports to the LCVP Finance when he/she requires it.

Subordination levels

Evelyna Cloet

Vice President
Finance

AIESEC VUB vzw/asbl
Triomflaan 40
1160 Oudergem

Mobile: +32 498 46 47 75
e-mail: evelyna.cloet@yahoo.com

Background, Skills and Experience required

- Very good understanding of AIESEC and AIESEC's strategy
- Uses assigned work and resources
- Good finance and accountability skills and knowledge
- Organizational skills

Participation in conferences and other development opportunities

Local Conferences:

- Local Motivational Seminar
- other