



Treasurer & Scholarships

This interesting position is the backbone of IATEFL BESIG: helping to plan and formulate our events based upon the budgets using your strong project management skills. The successful candidate will take on full committee responsibilities from February 2023 to January 2026.

Responsibilities of the role include:

- Being a member of the IATEFL BESIG Committee and contributing to decisions concerning the SIG
- Attending SIG committee meetings and keeping the IATEFL BESIG committee members up to date regarding issues to do with finances
- Creating annual IATEFL BESIG budget for IATEFL approval in liaison with joint coordinators
- Creating IATEFL BESIG Annual Conference budget for IATEFL approval in liaison with joint coordinators and events coordinator
- Approving small events budgets created by the events team
- Supporting committee members and third parties (eg PCE speakers, conference organisers, etc) with submitting expense claims to IATEFL HO
- Summarising IATEFL BESIG's financial position at the IATEFL BESIG Open Forum
- Overseeing, managing and developing all IATEFL BESIG scholarships (creating or revising, process of identifying scholarship winners, dealing with financial matters as per scholarship descriptions, promotion) and liaising with media coordinator to ensure members are informed of the availability of scholarships
- Working with the coordinator(s) to decide on the winning scholarship applications, notifying winners where appropriate, and attending the scholarship award event at the IATEFL annual conference (if possible)

- Note: the busiest times of the year: late spring (expenses claims after Annual IATEFL conference, preparing annual and conference budget, scholarships), late autumn (expenses claims after IATEFL BESIG conference,)

An ideal candidate will have:

- Expertise in spreadsheet programmes
- Familiarity with currency conversion tools
- Experience in preparing budgets
- Excellent written communication skills

The successful candidate, who will be part of the committee and have voting rights, will be appointed for a three-year term. Attendance will be required at committee meetings.