



**Treasurer (one vacancy)**

With our current treasurer coming to the end of their term, we are now looking for someone to take on this role.

**The applicant:**

You'll be computer literate, comfortable using Excel, be used to working to strict deadlines, have some experience in handling an organisation's finances, and be willing to learn.

**Responsibilities:**

You'll help to:

- prepare budgets in the lead up to conferences and events;
- look after PronSIG's finances;
- collaborate with the committee and IATEFL Head Office when putting together the annual budget;
- advise and support committee members with expense claims.