



Administrative officer

The SIG administrative officer, in consultation with the SIG Coordinator and members of the SIG committee, is responsible for:

- processing expenses claims throughout the year, especially after the IATEFL annual conference.
- finding sponsorship opportunities.
- helping the Coordinator to draft the SIG Annual budget and PCE budget and, if relevant, any other SIG event budgets throughout the year. (The IATEFL financial year runs from 1 Sept – 31 Aug)

Responsibilities of the role include:

- Collaborating with committee members, SIG Coordinator and IATEFL HO to put together the annual budget.
- Helping the Coordinator look after and manage the SIG's finances.
- Helping prepare other conference and event budgets.
- Consulting events coordinators on specific financial questions throughout the event process.
- Following up and advising committee members / PCE speakers / scholarship winners on the process for submitting expense claims to HO
- Presenting the previous year's year-end figures to members at the Open Forum at the IATEFL Annual Conference.
- Communicating with their network to secure sponsorship for our events

An ideal candidate for the position would have:

- A strong familiarity with Excel formulas.
- Familiarity with currency conversion tools.
- Experience in preparing a budget and looking after finances of an organisation.
- Experience in submitting invoices to customers or sponsors.
- A good network of contacts to reach out for sponsorship opportunities
- Excellent written communication skills.