



ReSIG Treasurer

Are you organised, financially savvy, and interested in supporting teacher research? ReSIG is seeking a new Treasurer to help manage the group's finances.

Main duties include:

- Preparing and submitting annual and event budgets to IATEFL HO
- Collaborating with the committee to plan spending
- Consulting on financial aspects of events (PCEs, webinars, etc.)
- Managing expense claims and maintaining clear records
- Presenting financial updates at the ReSIG Open Forum

Ideal candidates will have:

- Familiarity with Excel formulas and budgeting
- Attention to detail and experience with finance admin
- Ability to communicate financial procedures clearly
- Comfort working with multiple currencies and digital systems

This is an excellent opportunity to:

- Support the work of a dynamic international SIG
- Build experience in budget and project management
- Contribute to the financial transparency and sustainability of ReSIG

Applicants should ideally hold current individual or institutional membership of IATEFL and ReSIG for at least the past six months.

Applications will be read blind by the ReSIG Coordinator and members of the committee and will be assessed against the criteria set in the job description above.