



Treasurer to the Executive

The purpose of the treasurer is to ensure VdGM finances are managed in a way that allows the organisation to complete its aims and objectives. They do this through advising on budgets and spending, managing the VdGM bank accounts and the VdGM Fund and overseeing finances at VdGM Events. This role is vital in promoting the stability and sustainability of our organisational activities.

Duties and Responsibilities

- keep a running account of income and expenses
- develop a proposed budget for yearly activities
- pay invoices
- ensure delivery of monetary prizes and disbursement of VdGM Fund
- reimburse expenses and make other refunds
- suggest and maintain regulation of refunds

Skills and competencies

- basic accounting skills
- knowledge of Excel spreadsheets or similar tools
- relevant computer skills to manage online banking systems

Relationships

- communicate with VdGM Executive Group regarding current financial status
- communicate with WONCA Hon. Treasurer and WONCA Europe secretariat regarding VdGM banking and relevant laws, guidelines, tax and duty regulations etc.
- advising members of VdGM on how to obtain relevant reimbursements
- communicate with recipients of VdGM Fund bursaries and VdGM prize winners