

TREASURER

The specific activities outlined below are in addition to assuming the duties and responsibilities of all Board Members in accordance with the law, good governance and management practices.

The Treasurer is the primary steward of the Association's financial resources – to guarantee financial stability of the association and constantly looking for solutions to provide the associations with financial resources to achieve purpose and development of the Association. The Treasurer serves as an advisor to the Board on the financial impact of all significant decisions of PWN-Paris, ensures that the financial aspects are managed in conformity with French Law and Regulations and PWN Paris Internal rules (if applicable).

Duties and responsibilities include:

1. Submit monthly financial situation to the Board and forecast of the year end / budget for the following years and provides comments regarding revenues (corporate and individual members) and costs;
2. Coordinate / ensure
 - Chartered Accountant relationship: manage contractual relationship; ensure all accounting documents are transmitted to the chartered Accountant; review monthly financial situation produced by the accountant to ensure that all revenues/ expenses are properly booked;
 - PWN Global relationship: maintain regular exchanges with PWN Global's Treasurer & team to obtain the detail of revenues received through the platform (access to payment platform to check and reconcile revenues), coordinate efforts to decrease administrative burden linked to accounting / share best practices, exchange information about financial situation of Global and vice versa communicate on actuals / budget of PWN Paris;
 - Banks' relationship: manage contractual relationship; ensure access to the bank accounts and payment means (checks, credit cards) and execute payments; validate list of people authorized to have "read / sign" level on the bank accounts;
 - Employee's relationship: ensure that all legal obligations are met (with the employees) and manage relationship with social / healthcare organizations (URSSAF; Assédic; mutuelles Generali..); make sur all salaries, social contributions are paid on time
 - Internal PWN Paris relationship: collaborate with PWN Paris employees / external providers to ensure administrative & accounting process is under control (authorization of expenses, invoices, contracts signed with corporate, transmission of information to chartered accountant)
 - Handle correspondence with external experts as required
3. Review annual financial statements prepared by chartered accountant, present them to the Board Meeting and General Assembly for approval; prepare and present annual budget to the Board Meeting for approval

Skills required:

- Previous professional experience in finance or accounting mandatory.
- Strong communicator with presentation and writing skills
- A track record of collaboration, openness, and sharing of knowledge as well as effective delegation, experience of managing external suppliers, pro-active.

Time Commitment: an average 3 half a day per week plus attendance at Board meetings and selected events.