



Treasurer

Report to: President

Hour: 10 hours p.w.

Job description:

The Treasurer makes use of numerical analysis to inform the product development process within Language Institute. His or her main responsibilities include:

- Deliver periodic and annual financial reports
- Forecast cash flow and available funds for future activities
- Arrange payment from/to external parties
- Make use of numerical analysis to inform product development process

Selection criteria:

- Team culture fit
- Good with interpreting, analyzing and communicating numbers
- Knowledge in accounting / budgeting is a pre
- Familiar with Excel
- Good command of English
- Enrolled in 2nd year of Bachelor or higher by the time of commitment

We offer:

- A start-up environment with test-and-error learning opportunities
- Mentorship by former Finance manager and experienced financial professional
- Opportunity to follow language courses at Language Institute