

The student organisation at Cphbusiness is looking for:

Finance Manager

Cphbusiness Students

The student organisation is structured with a board of directors, a presidency, several functions and project groups that vary every semester.

The Finance Manager will be connected to the presidency.

The tasks

You will work closely together with the president and vice president of the student organisation.

The Finance Manager is responsible for the overall monitoring of the student organisations' budget in close cooperation with the presidency. The Finance Manager is also responsible for developing a good workflow strategy regarding finances and budgets within the organisation including:

- Monitoring overall budgets and budget allocation with all projects during each semester;
- Approving minor budget changes within project groups;
- Create budgets and financial statements before and after events;
- Keep track of the organisation's finances;
- Ensure that there is liquidity for various events;
- Responsible for the organisation's annual accounts and budgets;
- Monitor and report on the organisation's financial situation;
- Communicate with relevant volunteers to ensure the financial viability of the organisation;
- Make fellow volunteers aware of their financial obligations and take a lead in interpreting financial data to them;
- Ensure proper records are kept and recorded within the economy programme Dinero;
- General support of the various project groups.

The Finance Manager is one of three who has access to the student organisations bank account.

Your skills

- You have knowledge of bookkeeping and financial management;
- You have good financial analytical skills;
- You are fluent in Danish written as verbally;

- You are good at multitasking;
- You are flexible, punctual and organised;
- You are a team player;
- You are good working with Microsoft Office;
- You act professional and are able to work in confidence.

Benefits

- You will receive a diploma stating your effort and work tasks signed by the president of the student organisation and the president of Cphbusiness;
- You will develop your skills within financial management;
- You will get practical experiences for your CV within these fields:
 - Financial management
 - Improving business performances
 - Organisation and volunteerism;
- You will get the opportunity to put your theoretical skills into practice;
- You will be responsible for your own tasks;
- You will be a part of an active student environment and gain a valuable network both socially and professionally.

Requirements

As the responsible person for a function, there are the following requirements to be met in order to fulfil the responsibility and receive the benefits:

1. You must fulfil the tasks related to your function
2. You must participate in the status meetings (3-4 each semester)
3. You must be available for promotion of the student organisation e.g. helping with introducing the student organisation for new students during the intro days
4. Attend the Volunteer Conference held each semester for all the volunteers within the student organisation
5. Attend the Annual General Meeting (AGM) in the Fall semester (if you are a part of the student organisation during Fall semester).

Conditions of employment

The position is volunteer and non-paid. It will last for one semester and can be extended while you study at Cphbusiness.

We expect you to take full responsibility for the tasks you agree upon and deliver to your best capabilities. If the tasks are not being fulfilled, you will be released immediately from your position.

Application

Apply for the position by writing an email to: students@cphbusiness.dk. Please mark the subject line "Application – Finance".

Learn more

If you want to know more about the position you are welcome to contact Charlotte Dalgaard Petersen at cdp@cphbusiness.dk