



PLATFORM FOR INTERNATIONAL COOPERATION ON UNDOCUMENTED MIGRANTS

VACANCY PICUM Treasurer (Board member)

PICUM (Platform for International Cooperation on Undocumented Migrants) is looking for a treasurer, to serve on its Executive Committee (board of directors) and to liaise with its secretariat.

PICUM is a leading European non-governmental organization that aims to promote respect for the human rights of undocumented migrants within Europe, including the right to health care, housing, education and fair working conditions. PICUM seeks to achieve this aim by providing its members and other interested parties with expertise, advice and support, by strengthening networking amongst organizations dealing with undocumented migrants in Europe, and by formulating recommendations for improving the legal and social position of these migrants, in accordance with national constitutions and international treaties.

Responsibilities

Tasks of the Treasurer are carried out in cooperation with the Executive Committee (Board) and PICUM Secretariat.

- Provide guidance on and oversee the day-to-day financial management of the organization.
- Actively participate in the Management Committee and ensure that this group is kept informed of PICUM's financial position.
- Ensure correct processes are followed in relation to management of funds, repayment of loans, accounting etc.
- Provide guidance in terms of expenditure and income generation.
- Present the financial situation of the organization to the Executive Committee (Board) and the annual General Assembly of members.
- Be in contact with the PICUM funding developer, administrative assistant, director, and the financial committee.
- Manage the relationship with the accountant.
- The Treasurer is also a member of the Executive Committee and will therefore be involved in various discussions ranging from policy issues to action plans.

Requirements

- Commitment to human rights and improving the situation of undocumented migrants.
- Strong knowledge of financial management and particularly of the tasks of a treasurer in a small to medium sized European NGO.

- General knowledge of the accounting system applicable to Belgian NGOs; PICUM is registered a non-profit organization (asbl/vzw) under Belgian law.
- Team player with an ability to coordinate those involved in the financial aspects of the organisation.
- Working knowledge of English (the working language of PICUM). Knowledge of French or Dutch is an advantage.
- Able to participate in meetings of the Management Committee, held approximately every two months on a Saturday morning or afternoon in Brussels.
- Able to attend two Executive Committee meetings a year and the Annual General Assembly, all of which are held on a Friday and Saturday in Brussels.
- The PICUM secretariat is located in Brussels and given the level of involvement of the treasurer in the organization it will be necessary to be based within reasonable travelling distance from Brussels.

To apply:

Please send a cover letter and CV in English **by 31 October 2007** to the following e-mail address: administration@picum.org. Please do *not* send applications by post.

Additional information:

Further information about the position can be obtained from:

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