



# Finance Team Member

Part of team: Finance Office

Accountable to: Finance Coordinator

Responsibilities of the team: managing BFPS' bank account and taking care of partnerships, sponsorships and grants

## Main responsibilities and tasks

- Creating an annual and long-term strategy for fundraising
- Creating and maintaining an information database regarding BFPS' finances (sponsorships, partnerships and grants)
- Compose sponsorship and partnership proposals
- Prospect for new professional partners
- Ensuring our offers are appealing and reflective of all BFPS can offer
- Contributing to discussions about the development of BFPS' financial sustainability
- Maintaining communication with existing partners
  - Ensuring our agreements are withheld and all conditions are met
  - Send updated partnership renewals in a timely and efficient manner

## Specific requirements

- Eager to learn more about the financial aspects of an organisation
- Ability to think strategically
- Solid communication and networking skills
- Proactive and out-of-the-box mindset

## General requirements

- A passion for teamwork
- Good communication skills
- Flexible and available to attend team meetings (mostly digital)
- Available to help at events organised by BFPS
- Strong command of the English language
- Able to work with online (communication) tools (Google Workspace, Messenger, Zoom, etc.)

**Don't worry if you don't tick every requirement listed above.  
Enthusiasm is your most important asset!**

## Practicalities

The mandate runs from the 1<sup>st</sup> of September until the 31<sup>st</sup> of August.

Should you have any questions, please do not hesitate to contact us at [info@bfps.be](mailto:info@bfps.be).