IMYD — Deputy Treasurer

Volunteer elected position | Mainly online | Mandate until the 2027 General Assembly

Purpose of the role

The Deputy Treasurer works alongside the Treasurer to build a reliable, transparent, and well-organised financial foundation for the **International Movement of Youth with Disabilities (IMYD)**.

IMYD is still developing, and its support currently consists mainly of **in-kind contributions**. You will help establish financial procedures, maintain records, and prepare the organisation to receive and manage funding.

This role involves **taking responsibility for an agreed portfolio of financial tasks**, while supporting continuity and sharing the workload with the Treasurer. You will work with the General Secretariat and Presidency, within the strategy and priorities defined by the Board of Directors.

Main responsibilities

Develop and implement financial procedures

- Help draft practical financial policies for **Board approval**, including expenditure authorisation, reimbursements, supporting documents and reporting.
- Implement approved procedures and help members and volunteers understand the requirements.
- Develop templates, tracking tools and filing arrangements that make financial administration consistent and manageable.
- Identify gaps or difficulties and propose improvements with the Treasurer.

Maintain records and support reporting

- Take responsibility for agreed bookkeeping, document collection and financial tracking tasks.
- Check that transactions have the required supporting documents and follow up on missing information.
- Help prepare budgets, financial updates, annual accounts and reports.
- Support the documentation and valuation of in-kind contributions.
- Keep financial records organised and securely stored, with clear documentation for handover.

Support banking and payment administration

- Assist with banking documentation and administrative follow-up.
- Prepare payment or reimbursement files and check their completeness.
- Help track payments and reconcile records with bank statements.
- Support continuity during the Treasurer's absence, within explicitly agreed responsibilities and authorisations.

Bank access, payment approval and signatory authority depend on formal authorisation. The Deputy Treasurer role does not automatically confer these powers.

Contribute to funding and partnerships

- Work with the Treasurer and fundraising and resource development task force on project budgets and financial information.
- Help track funding deadlines, conditions and reporting requirements.
- Gather financial documents needed for applications and partner enquiries.
- Support proposals for membership fees or other income arrangements, and their implementation once approved.
- Help maintain credible financial information for members, funders and partners.

Shared Executive Committee responsibilities

As a member of the Executive Committee and Board of Directors, you will also:

- Participate in collective decisions and contribute financial insight to wider organisational discussions.
- Help implement the strategy and priorities agreed by the Board.
- Contribute across activities as IMYD consolidates its membership, partnerships, resources and ways of working.
- Support or supervise a task force where assigned, according to expertise and availability.
- Share progress, identify difficulties early and work with other members to resolve them.

Financial policies and significant commitments must follow the applicable collective approval arrangements.

Experience and skills

We are looking for someone with **relevant practical experience in financial administration, bookkeeping, treasury or budget management**, gained through an association, student organisation, community initiative, education or employment.

You should be able to:

- Work accurately with figures and use spreadsheets confidently.
- Organise documents and maintain clear, reliable records.
- Follow financial procedures and meet agreed deadlines.
- Take responsibility for recurring tasks with appropriate independence.
- Handle confidential information responsibly.
- Work collaboratively and communicate difficulties early.
- Be comfortable working in English with an international team.

French-language skills and familiarity with **French association accounting or banking procedures** would be an advantage.

Commitment and support

This is an **unpaid volunteer role requiring at least four hours per week**, including meetings, preparation, financial administration and follow-up between meetings.

Some periods may require additional availability, particularly during **General Assembly preparation, annual account preparation, funding applications and reporting deadlines**.

You will agree on a clear division of responsibilities with the Treasurer, including tasks you manage directly and arrangements for covering absences.

Commitments should remain realistic alongside studies, work, health and personal life. Changes in availability should be communicated early so responsibilities and deadlines can be adjusted together.

Please share any accessibility arrangements or support that would help you fulfil the role.

Eligibility and mandate

- Applicants must be **young people with disabilities aged 18–35** and confirmed IMYD members eligible for elected office.
- The successful candidate will be elected for the **remainder of the current mandate, until the 2027 General Assembly**.

How to apply

1. Read the **IMYD statutes** and complete the **membership form** if needed.
2. Complete the **Board application form**, including your motivation.
3. Email your **CV to administration@imyd.org**, using the subject: **“Board application — Full name — Deputy Treasurer”**.

Application deadline: November 23rd, 2026 at 23:59 CET.

Applications will undergo eligibility checks and receive an advisory opinion from the Board. The election will take place during the **online General Assembly on December 5th, 2026, 14:00–17:30 CET**.

For questions about the role or support with applying, contact **administration@imyd.org**