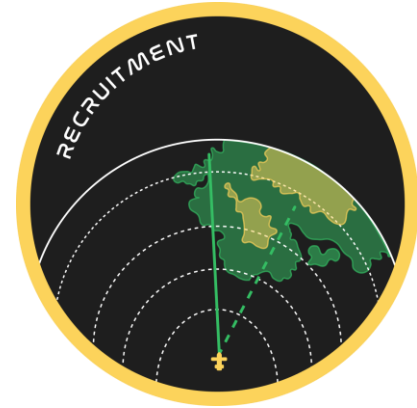




Finance Officer



Finance Team Description:

The Finance team is responsible for overseeing the logistics of the Asclepios team with relation to budget, media partnerships, external collaboration, and sponsor relations. The team will regularly meet to outline project updates and how the budget changes over the course of the year-long mission. Our team ensures that all the behind-the-scenes tasks are taken care of to make our mission a success!

Finance Officer Description:

As a finance officer, you will be responsible for overseeing and updating the Asclepios VII annual budget, organising financial documents (like invoices, receipts, etc...) and tracking spending for large Asclepios events like Extreme Environment Training, the Dress Rehearsal or Zero-G Flights.

Key information for role:

- **Average hours required per week** - 2-3 hours (may increase during large Asclepios events)
- **Tasks and Responsibilities:**
 - Managing the budget for Asclepios
 - Assisting with regular activity report of the budget
 - Organising financial documents in an online drive
- **Essential Requirements for Role:**
 - Attend regular meetings with the finance team to give and collect updates for the heads.
 - Strong communication skills: Continuously updating team heads and coordinating effectively with other teams.
 - Problem-solving and adaptability: Able to quickly adjust based on evolving scenarios.
 - Attention to detail.

- Enthusiasm for space related projects!
- **Desirable traits for role**
 - Experience in financial management of student teams
 - Experience working with, reading and interpreting financial documents
 - Experience in other student run organisations

Inclusivity Statement

Don't meet all the requirements? That's okay, one thing all applicants that are chosen show in common is their passion for Asclepios and their passion for the mission. Feel free to apply for any role you think you will enjoy. At Asclepios, we have a very welcoming environment and ensure no one is left behind. We are one big international family!