

Premier Secours de l'Ordre de Malte Luxembourg asbl

The Order of Malta is present in Luxembourg since 1967. The Order provides medical first aid services at cultural and sporting events and humanitarian services to the handicapped, the homeless, the old and the isolated.

HONORARY TREASURER

The Association is looking for an honorary treasurer to replace the current office holder. The time input is approximately 4 hours per week.

A working knowledge of French and/or German will be a strong advantage.

The main responsibilities of the Treasurer are:

- Payment of supplier invoices and expenses, including those incurred by members on behalf of the Order;
- The raising of invoices for services provided by the Order of Malta;
- Transmission of all accounting records and supporting documentation to the fiduciaire on a monthly basis to enable the production of monthly accounts;
- Follow up with the fiduciaire in relation to monthly and quarterly reporting to the executive committee and the board of directors;
- Preparation of the Treasurer's report to the management committee and the board of directors;
- Establishment of the annual accounts;
- Preparation of the annual budget and its follow-up against actual performance;
- preparation and issuance of tax certificates and thank-you letters to donors;
- Maintenance of the list of members and donors;
- Follow-up of insurance contracts, petrol cards, digicash receipts, etc.;
- Preparation of subsidy applications.

If you are interested, please contact the current treasurer:

Suzette Decker

Tel: +352 621 771 379 (evenings)

Email: suzette.decker@malteser.lu