

Director of Finance and Industry Relations

Job description

Job duties:

- Oversee, review, and monitor at the Executive level the adherence of the organisation to the budget agreed by the Executive Committee (EC).
- Monitor cash flow, accounts, and other financial transactions of the organisation.
- Prepare annual report and present at the General Meeting, or as often as required.
- Assist the Executive Committee with budgetary planning of EABIP.
- Monitor and ensure that all of the EABIP financial practices are in line with the statutory regulations and legislation.
- Assist the Executive Committee in creating viable strategic plans for the future.
- Develop, foster and maintain relationships with the pharmaceutical industry, but also include service providers, contractors, banking institutions and accountants.
- Liaise with higher level roles in the pharmaceutical and device industry, as appropriate.
- Contribute to Executive Committee meetings and EABIP goals as an individual contributor.
- Work cooperatively and in collaboration with the other members of EC and EABIP to ensure execution of operational plans and take initiative to manage projects.

Skills and Qualifications:

- Active member of the EABIP with an interest in organisational activities.
- Motivation for administrative work in an organisation like EABIP, and able to dedicate time for meeting and reports.
- Excellent leadership skills and excellent team player; excellent communicator via emails and messages.
- Integrity & honesty, with extensive experience and a good reputation in the IP field.

Who can apply?

- Active EABIP member with fully paid subscription for more than 12 months
- Genuine interest and time to carry out the roles and responsibilities, as detailed above
- Significant international experience and recognition in the practice, education and training in Interventional Pulmonology

How do you apply?

Please send an e-mail to info@eabip.org to submit your nomination (Subject: Director of Finance nomination), which should include the following:

- A brief CV of your experience in IP, particularly in the international arena.
- A declaration that you have the time to fulfil the roles and responsibilities of the above post, as described
- A digital photograph, embedded in the CV
- Word limit for the application- 300