

BOARD MEETING OF 21 MAY 2019

Request of Board Approval for the creation of a full-time Financial / IT Assistant post

Approved

CA 32/2019 REV 1

Objective:

This document seeks Board approval for the creation of a part-time Financial Assistant post which will be combined with the part-time IT Assistant post (user support) to create one full-time post.

Background:

Earlier discussions in the Board and EXCO looked at the need to create a Financial Officer post for APEEE B3 but it was decided at the December 2018 Board meeting to postpone a decision on creating another post and reflect further on the requirements. This document seeks now to follow-up on the previous exchanges by setting out the tasks which are to be entrusted to the part-time Financial Assistant post. This post is to be filled as soon as possible and at the latest by October 2019 under internal mobility to be agreed by the Board. It is recalled that the IT part-time post was approved at the last General Assembly meeting in January 2019 (motion 1).

HR Requirements:

Due to increased tasks placed on APEEE staff the need for an IT assistant and Extra-Curricular activities assistant has been recognized by the Board and approved at the last General Assembly. However it is also recognized that further assistance is required for the HROM in the areas of general administration and financial management. The appointment of an in-house fully qualified accounting technician or Chartered accountant was suggested as an option but after analysis and discussion this is considered to be an unnecessarily expensive option for the tasks involved, such a position would also mean losing the services of an external accountant contract and leaving us open to Business Continuity risks in ensuring permanent financial management of the AISBL.

In addition, consideration must be given to the recent experience gained from employing a part-time I.T. Assistant whose contract was not extended. The post is currently vacant. Together with some other general administration tasks requirements it has become clearer that the requirement is for a full-time combined Finance / I.T. Assistant.

Proposed way forward:

Our current Canteen Assistant already performs a number of finance tasks which are not part of the core activities of the post. It is proposed to remove these tasks from the Canteen Assistant post and embed them in the Finance/I.T. assistant post which will also perform other tasks currently performed by either the HROM, external Accountant or the I.T. Manager. Tasks of the new post (together with those tasks currently performed by the canteen Assistant) are detailed in Annex.

Costs and effect on Contract with the external account:

The extra cost to the overall salary budget will be for the part-time Financial assistant element of 35.000 euros per annum. Extra funding for certain financial Training will also likely be required.

Savings on the External Accountant Contract as from next budgetary exercise are yet to be clarified. Until the incumbent in the new post is fully functioning in all aspects of financial management (possibly by the end of October 2019) we cannot reduce the hours of the Accountant. In time it is envisaged that the Finance / I.T. Assistant will consolidate the monthly accounts thus reducing the contract costs with Debroux and Associates by a significant amount.

In any case the new Finance/I.T. Assistant is needed to carry out tasks already largely performed by APEEE staff and an external accountant will still be required to produce the annual statutory financial statements (Profit & Loss Account and Balance Sheet) and present them at the GA.

Conclusion:

This proposal is submitted to the Board for examination and approval.

Gerard Payne, Treasurer.

Job description / tasks of the new post:

1. Process requests for orders from sectors.
2. Assess whether orders fall within an existing contract or its value requires the publication of a prior call for tender.
3. Consolidation of sectors monthly accounts.
4. Assess whether conditions are met for payment approvals
5. Verify stock control procedures are being met
6. Manage the list of APEEE's Assets
7. Assist sectors and Working Groups with the preparation of annual Budgets
8. Liaison as required with School bodies and other APEEE's regarding the financial management of Student activities, including but not exclusively: Bal du Bac, China Trip, Clothing Project, Summer Camps etc.
9. Follow the execution of payments of the APEEE
10. Supervise - together with the heads of sectors - the flow of APEEE revenues, namely the payments of annual family contributions and all sectoral fees during the school year.
11. Update, where necessary, information about payments on students' / families' accounts on e-enrolment and other IT platforms (Filemaker Pro, Back office)

12. Tasks currently wholly or partially performed by Canteen Assistant:

Management of Contributions:

- Every morning, print Isabel account statements, and encode them. Encode also on the online platform.
- Encode Mollie's payments on Filemaker.
- Verification and correction of payment errors, which must correspond between Filemaker and the online platform.

Canteen contributions – The HROM will determine, as appropriate, the following tasks between the APEEE Financial assistant and the Canteen Administrative Assistant. These include in a sequence :

- The monitoring of contributions requested in 3 instalments over the year.
- One month before, verification of encodings, sending emails to parents for information on direct debits.
- One month before, 15 days before, and one day before, send emails to parents for transfer request.
- Preparation of the direct debit file, and sending by Isabel software.
- From 15 days after, reminders by email or phone.

Accounting:

- Encoding on vendor invoice accounting software, customer invoices, bank statements, and miscellaneous transactions (salaries).

Staff Services:

- Daily coding of the services of the service personnel.
- At the end of the month, check with Mr. Delhoux of all the services of the month, send to the company for invoicing.
- Verification and encoding of services, supervision of the work done by each person: currently, 5 people for the canteen and cafeteria and 3 people for extracurricular activities.
- At the end of the month, check all the benefits of the month, payment of travel expenses and ALE checks.
- At the end of the fourth quarter, invoicing at extracurricular for services concerning this service.

Cash Management:

- Empty currency reval hall & cafeteria 2-3 times / week
- "repair" tickets stuck 2-3 times a month

Contributions General Affairs:

- Encoding General Affairs dues on Filemaker especially in May-June and then all year long

General Business Accounting, Springfest, Students:

- Encoding on vendor invoice accounting software, customer invoices, bank statements, and miscellaneous transactions (salaries).

Payments:

- Encoding on the Isabel software of the payments of the 4 services, plus Springfest and Students.
- After acceptance and signatures by the appropriate people, send to the bank by electronic means.

Other Daily tasks:

Liaison with suppliers regarding accounting problems.

Archives:

- Creating and management of APEEE archives

12. I.T. Tasks:

- Follow-up user requests
- Follow-up bug reports
- Follow-up incidents related to information systems operation
- Manage communication with parents by e-mail, telephone and other electronic means (website, SMS, interactive platforms, etc.)
- Assist in the management of families' and pupils' enrolments
- other tasks as required by the I.T. Manager

13. General Admin:

- Assist HROM is general administration tasks.