

Call for candidates for one position within the Commission for Internal Audit (CIA) of the European Students' Union (ESU)

Brussels, 11th September 2020

The Executive Committee hereby issues a call for a position within the Commission for Internal Audit (CIA). **The mandate of the elected person will last from 1st of January 2021 until 30th of June 2023.** According to ESU's standing orders: "*Members of the CIA cannot be elected representatives or staff at any NUS.*"

The role of the CIA is clearly defined in the statutes as and in the Financial Standing Orders:

The Commission for Internal Auditing will do the internal audit of ESU. The CIA will consist of three individual persons elected by the BM. Members of the CIA cannot be elected representatives or staff at any NUS.

At least once a year the Commission for Internal Auditing will overview the bookkeeping and the report of the external auditor. Every three months they are updated by the EC or any member of the secretariat as directed by the EC, on the financial matters of ESU. After closing the books of a fiscal year they will report to the BM.

The CIA has developed its own plan of work to contribute to the improvement of ESU financial situation. CIA will report on the progress of their work every Board Meeting. The CIA has to report on the financial situation of ESU on a biannual basis. The reports will be presented in the financial sessions of the Board Meeting.

Besides these statutory tasks the CIA can act as advisory body for the EC, the Secretariat and the Board on all financial matters concerning ESU.

Besides genuine interest in financial matters in general and the finances of ESU in particular, members of the CIA should have good knowledge of:

- bookkeeping and accountancy,
- organisational development at NGOs,
- financial management and reporting,
- human resources management,

- project management and administration under European Commission grant schemes,
- diversification of funding streams for NGOs.

It is of utmost importance the candidates to have experience in working with ESU's financial regulations and procedures. We invite everyone who feels she/he fits in this profile to apply.

The Board Meeting will elect one person for a two and a half year mandate, which will run from 1st of January 2021 until 30th of June 2023. The elections will be **held online during ESU's 79th Board meeting from 28th until 30th of October 2020. The platform for elections will be explained by the EC and the Head of Secretariat over the next weeks.**

According to ESU's standing orders, the CIA must have at least one person of a different gender. This means that this position is currently not open to women, since the two members of CIA with an ongoing mandate are women.

According to the Standing Orders CIA members do not have to be students at the time of their mandate.

Application procedure

Candidates are required to send:

- Nomination Letter from a full member organisation***
- Curriculum Vitae, in Europass format***
- Motivation Letter***

Candidates shall send their full application by e-mail to elections@esu-online.org or hand it personally to the ESU Secretariat (Mundo Madou, Avenue des Arts 7/8, 1210, Brussels). **The deadline for submitting applications is 28th of September 2020, 23:59 CET.**

Should any explanation or further details be needed, please feel free to contact us at ec@esu-online.org

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