

## VACANCY

# TREASURER AT THE JASON INSTITUTE

<b>POSITION</b>	Treasurer
<b>AVAILABILITY</b>	± 4 hours per week
<b>REPLY BEFORE</b>	01/06/2024
<b>REPLY WITH</b>	Your Motivation (Max 1 A4) and C.V. (Max 2 A4)
<b>SEND TO</b>	voorzitter@stichtingjason.nl

The JASON Institute, dedicated to informing students and young professionals about international peace and security issues, seeks an enthusiastic and responsible treasurer. JASON facilitates in providing a much needed platform for constructive dialogue through the organisation of regular events, podcasts and magazines as well as an annual Conference. The treasurer plays a crucial role in making this possible by maintaining the financial health of the organisation. As Treasurer, you are also a member of the JASON Institute's Executive Board in which you are expected to make an active contribution.

### **\*\*Responsibilities:\*\***

- Paying bills and filing receipts/invoices;
- Keeping the bookkeeping up to date;
- Compiling the financial statements and the annual report;
- Budgeting for monthly activities, magazines, and any other organisational expenses;
- Ensuring ANBI status;
- Maintaining contact with the bank;
- Contributing during Executive Board meetings;
- Drafting invoices;
- Ensuring DUO support in collaboration with the Secretary;
- Formulating expense reimbursement guidelines.

### **\*\*What We Offer\*\***

- Opportunity to gain experience in financial and organisational skills;
- Enthusiastic fellow board who share your passion for international peace and security;
- Access to a broad professional network;
- The opportunity to attend informal drinks and interesting events organised by the Activities Committee of the JASON Institute.

## **\*\*Requirements\*\***

- Student in the final phase of their studies or recent graduate;
- Living in the Leiden-the Hague area, or willing to travel here on a frequent basis;
- Financial bookkeeping experience is not required but is considered a plus;
- Availability for approximately 4 hours a week for a minimum of 1 year\*;
- A Good command of English;
- Enthusiasm for JASON Institute's mission.

\* Workload fluctuates throughout the year, flexibility is required.

## **\*\*About the JASON Institute\*\***

The JASON Institute for Peace and Security Studies was established in 1975 with the objective to provide unbiased and advanced insights on matters of international peace and security. Today, JASON is one of the largest institutes within its discipline in the Netherlands, regularly organising events with leading security actors.

The Institute recognizes the vast impact of contemporary peace and security issues on our increasingly globalised and multipolar world. Due to this fragile security climate, it is considered vital to keep students and young-professionals informed on matters of international peace and security. Therefore, as a student-led organisation, JASON aims to facilitate a much-needed platform for inclusive dialogue between current and future leaders, while remaining independent and upholding fundamental values such as democracy, human rights, individual liberty, and the rule of law. Last year, for instance, we paid a visit to the Permanent Representation of the Netherlands to the EU and NATO in Brussels, visited Europol in the Hague, and organised an OSINT lecture and workshop with Bellingcat, among others. Furthermore, we publish our biannual JASON magazine, consisting of articles written by both young-professionals as well as prominent academics. Through these activities, JASON pursues its mission to inform and inspire individuals on matters of international peace and security, regardless of their sex, age, ethnicity, cultural and religious beliefs.

## **\*\*More information and application\*\***

More information can be found on our website or by contacting the Chair, Dennis van Eck van der Sluijs (voorzitter@stichtingjason.nl).

**Please apply by sending your motivation letter and CV to the above-mentioned email address before Saturday, June 1, 2024.**