

## NZANLP Treasurer Role Description

<b>Title</b>	Treasurer
<b>Accountable to</b>	NZANLP President
<b>Functional relationships</b>	Leadership Team (Committee) Website Administrator NZANLP members
<b>Position Purpose</b>	Maintain an overview of the organisation's financial affairs, ensuring that proper financial records and procedures are maintained
<b>Reporting requirements</b>	Present a monthly Financial Report to the Leadership Team Present Annual Accounts and Operating and Capital Expenditure Budget to the AGM
<b>Criteria</b>	The Treasurer has appropriate accounting/financial management experience
<b>Time Commitment</b>	Approximately 8 hours per month

### Responsibilities

#### General financial oversight

- Oversee the financial management of the Association
- Manage the NZANLP bank account(s)
- Arrange payments e.g. PD days/Conferences/ reimbursements
- Maintain appropriate accounting systems and financial controls
- Keep copies of all receipts electronically
- Ensure compliance with relevant financial and tax legislation.
- Advise the Leadership Team on investment of surplus funds
- Implement the auditor's recommendations

#### Financial planning, budgeting and reporting

- Prepare the Annual Operating and Capital Expenditure Budget
- Present monthly financial reports to the Leadership Team
- Present revised financial forecasts based on actual spend to the Leadership Team (as required)
- Prepare the annual Financial Statements for audit
- Liaise with the auditor
- Present the Annual Financial Statements and Operating Budget to members at the Association's AGM

- Advise the Leadership Team on the financial implications of strategic and operational plans