

| | | |
|-------------------------------------|----------|---|
| IAIM NZ Voluntary Role Title | : | Treasurer |
| Term of Office | : | 1 year (at least) |
| Estimated time commitment | : | 1 – 2 hours per month average (Year End work may require additional 5 – 10 hours) |



Role Purpose:

- To look after the finances of IAIM NZ, to keep accurate books and make sure that IAIM NZ operates within its means or within the annual budget set
- To be responsible for the accounting of membership dues and other incoming funds, and outgoing payments under authority of the IAIM NZ Board of Trustees

Responsible to:

The Treasurer is elected at the AGM by the IAIM NZ members
The Treasurer is accountable to the IAIM NZ Board of Trustees

Responsibilities and Duties - the Treasurer shall:

- Attend the regular bi-monthly meetings and the Annual General Meeting which is held in June of each year
- Keep full and accurate records of the Trust's receipts and payments i.e. authorities/signatories, membership fees, purchasing limits and systems, petty cash/float if necessary, invoice payments and others as appropriate
- Liaise with the bank and ensure that online banking is appropriately and securely set up with at least two signatories required for payments out
- Ensure that all cash is promptly deposited in the bank as appropriate
- Issue receipts for funds received, when requested using appropriate online record system
- Oversee the payments from funds and assets of the Trust as ordered by the Board
- Provide a Statement of Financial Performance at each Membership and Board meeting to ensure ongoing financial viability of the organisation can be determined regularly
- Prepare end of year Statement of Accounts to be checked by approved Accountant, and if required and agreed at Board meeting, arrange for Accounts to be audited
- Prepare end of year Performance Report for Tier 4 Charities to be completed and submitted within timeframe required, with appropriate payment to Charity Services NZ
- If book keeping duties are ever delegated to a Professional Officer, the Treasurer is still ultimately responsible. It is up to the Treasurer to make sure that any delegated work is completed correctly
- Create/Maintain Financial policies as necessary with approval from the Board
- Shall have such other duties and powers as prescribed by the Board from time to time

Qualities/Qualifications Required

- Hold a current membership to IAIM-NZ Chapter and commit to IAIM's Mission/Purpose
- Skills: accurate data inputting, attention to detail, clear communication
- Ideally have experience in book-keeping and using spreadsheets and/or finance programs
- Ideally have experience in completing end of year Charity Returns and Charity Reporting Requirements