

<b>Position Title:</b>	<b>Treasurer</b>
Reports to:	Chairperson in the first instance and then Committee
Salary:	Nil (voluntary role) Membership fee of gold coin after first year. Optional free toy hire.
Position Type Hours:	TBC
Treasurer Duties:	<ul style="list-style-type: none"> <li>● Prepares monthly accounts and bank reconciliations</li> <li>● Responsible for GST and annual financial statements.</li> <li>● Manages auditing processes.</li> <li>● Management of accounts, pay invoices &amp; reimburse expenses</li> <li>● Wages/PAYE payments for librarians.</li> <li>● Code transactions in Xero</li> </ul>
Other Duties:	<ul style="list-style-type: none"> <li>● Provide a monthly treasurer's report to the committee and any matters that need arising</li> <li>● Reconcile Librarian's records with bank account</li> <li>● Keep accurate fixed assets register for new additions and disposals (reconcile with SETLs)</li> <li>● Attend committee meetings</li> <li>● Liaise with the chairperson on a regular basis as second signatory to all cheques</li> <li>● Provide financial information for grant applications as required.</li> <li>● Keep track of funds tagged for specific purposes (eg. Lotteries grant, COGS etc)</li> <li>● Prepare annual financial statements and associated working papers to submit for annual audit (if required)</li> <li>● File all returns required by IRD</li> <li>● Maintain registration with Charities Commission including annual submission of financial statements</li> <li>● Prepare annual Treasurer's Report for AGM, including annual budget for coming year</li> <li>● TL NZ reviews insurance cover, ensure it is ok and paid</li> <li>● Other miscellaneous duties as they arise.</li> </ul>

Health and Safety:	<ul style="list-style-type: none"> <li>● Displays commitment through actively supporting all health and safety initiatives.</li> <li>● Ensures own and others safety at all times.</li> <li>● Complies with policies, procedures and safe systems of work.</li> <li>● Reports all incidents/accidents, including near misses in a timely fashion.</li> <li>● Informs committee of any health &amp; safety issues that need improving.</li> </ul>
<b>Competencies required for role</b>	
Interpersonal Skills:	<ul style="list-style-type: none"> <li>● Understands the need for confidentiality, and is prepared to keep information (e.g. about members and/or committee) confidential.</li> </ul>
Excellence Focus:	<ul style="list-style-type: none"> <li>● Is motivated to achieve goals and objectives. Is self-motivated (i.e. does not require direction/encouragement from external sources).</li> <li>● Adapts easily to changes at work. Proactively manages conflicting demands on time.</li> </ul>
Technical Expertise:	<ul style="list-style-type: none"> <li>● Competent in the use of word-processing and spreadsheet packages.</li> <li>● Previous experience in accounts duties including GST, PAYE, &amp; XERO</li> </ul>