



Club Treasurer

Role:

In line with the Club Rules the Treasurer is required to manage the financial transactions of the Club. This will include the general administration associated with the Annual Audit process and any other financial compliance requests from Special Olympics New Zealand.

Functional Relationships:

- Club Executive Committee
- Volunteers
- Families
- Athletes
- Special Olympics New Zealand staff (*The key liaison point will be the Manager – Business Operations*)

Main Tasks:

- To develop and implement the annual budget through liaison with the Club Executive;
- To arrange invoicing, receipt of monies, banking and overall financial management of the Club accounts as approved by the Executive Committee;
- To prepare and deliver a written financial report at each Club Executive Committee meeting or as requested;
- To ensure the Club has appropriate insurance in place;
- To maintain an up to date asset register;
- To prepare accounts for audit and end of year financial report to 31st December in line with the requirements in the Club Rules;
- To complete the financial compliance for the Charities Commission in consultation with Special Olympics New Zealand's Manager – Business Operations;
- To support the fundraising endeavours of the Club including submission of applications for funding as required.

Skill Set:

Essential

- Computer literacy and an ability to use Microsoft Office products;
- Working knowledge of financial management requirements;
- Strong organisational skills and an ability to keep records up to date;
- Awareness of information/records required for audit;
- Strength in relationship management.

Desirable

- Computer spreadsheet/accounting skills;
- Confident and effective communicator.

Accountable to:

Members of the Club through the Club Executive Committee