



# Regional Council Treasurer

## Role:

In line with the Regional Council Rules the Treasurer is required to manage the financial transactions of the Regional Council to ensure its financial viability. 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:

- Regional Council Executive Committee
- Regional Council Members
- Volunteers
- Families
- Athletes
- Special Olympics New Zealand staff (*the key liaison point will be with the designated Regional Team Leader*)

## Main Tasks:

- To develop and implement the annual budget through liaison with the Regional Council Executive;
- To arrange invoicing, receipt of monies, banking and overall financial management of the Regional Council's accounts as approved by the Executive Committee;
- To prepare and deliver a written financial report at each Regional Council Executive Committee meeting or as requested;
- To ensure the Regional Council 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 31<sup>st</sup> December in line with the requirements in the Regional Council 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 Regional Council 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 Regional Council through the Club Executive Committee  
Member of the Clubs within the region