

## Treasurer 2iC

### Job purpose

The Treasurer 2iC assists the Treasurer Officer in overseeing the financial administration of Kiwiburn Inc ensuring the Incorporated Society is maintained in a healthy financial state and has long term viability. The Treasurer and Finance Team are responsible for making sure all Society finances are clearly accounted for and that all reporting requirements are met, including managing cash flow of the Society, to ensure all financial obligations are achieved in a timely manner in accordance with prescribed budgets and other spending guidelines.

Treasurer 2iC will be part of the Financial Oversight Group who develop and manage Kiwiburn's overall financial strategy to meet the long term plans agreed by ExCom and the Kiwiburn Community.

Along with the Treasurer, the Treasurer 2iC will liaise with the Finance Team and other Departments/Teams on financial matters as directed by the Treasurer to assist those teams meet their operational goals. This role will assist with team budgets and expenditure, tracking financial matters and providing an understanding of longer term and bigger-picture objectives to Teams.

### Key Responsibilities

#### Finance leadership support

- Maintain communication and information sharing throughout all departments according to Kiwiburn's Organisational Structure.
- Assist the Treasurer in providing leadership and strategic direction for the Finance team and department teams as directed by the Treasurer.
- Support annual planning and event planning for the annual Kiwiburn event.
- Maintain the [Treasury2iC@Kiwiburn.com](mailto:Treasury2iC@Kiwiburn.com) email address, [finance@Kiwiburn.com](mailto:finance@Kiwiburn.com) email address (depending on finance roles being actively filled or not).
- Ensure that the finances Kiwiburn are managed appropriately
- Keep records of incoming and outgoing payments
- Provide the Treasurer with regular financial statements for any delegated teams to and providing explanations where required
- Make recommendations to Treasurer about income and expenditure, investments and debts
- Write an Afterburn report covering Finance aspects of Kiwiburn and assist the Treasurer in providing any financial information needed by other departments and teams to complete their sections.

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## Assisting the Treasurer in:

- Preparation of annual statement of financial performance (trading surplus) and statement of financial position (balance sheet)
- Delivering the annual budget reviewing this in consultation with all other departments and teams
- Ensuring sufficient funds are available at all times to support Kiwiburn's liabilities, ensuring and payments are made in a timely manner
- The annual audit process, ensuring this is undertaken in a timely fashion according to legal requirements
- Filling Finance Team roles support them in those roles and help them achieve their goals
- The on-boarding of new Finance Team members in conjunction with Volunteer Coordinator (email, welcome pack, face to face or phone queries)
- Managing the Finance department and team spending
- Creating relevant job manuals or documentation, and keep Asana tasks updated

## ExCom duties

The 2IC is expected to act in a manner fitting of an Kiwiburn Executive Committee (ExCom) member, as per the [Memorandum of Understanding](#). **At times, the 2IC will be required to stand in for the Facilitator in the delivery of their ExCom responsibilities.** These are:

- Be an active member of the ExCom, collaborating to provide strategic and key decision making for Kiwiburn, and representing the voice of your Team Leads and community.
- As part of ExCom, manage and direct the operation of Kiwiburn Incorporated Society and the annual Kiwiburn event.
- Participate in ExCom online discussion groups and attend online meetings.
- Contribute to courageous discussions at ExCom level to drive change.
- Deputise for the Treasurer in their Kiwiburn Executive Committee (ExCom) duties if/when required (for example, due to absence).

## Working Relationships (ref: [Kiwiburn Org Chart](#))

- ExCom Treasurer
- ExCom members
- Finance Team members (responsible for via Treasurer delegation)
- Department and team leads as delegated by Treasurer (liaison with, budgets and expenditure)
- Banks
- Inland Revenue (as delegated by Treasurer)

## Time Commitment

- **Year round average:** 2 - 8 hours per week. From September - January this increases to 5 - 10 hours per week, and February - April (post-event) drops to 2 - 5 hours per week.
- **On site:** May be required to provide financial leadership for team onsite roles as a delegate for the Facilitator - to be discussed prior to each annual event.

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## Necessary Qualities, Knowledge and Experience

- Sound understanding of accounting principles and the financial operations of a not for profit organisation
- Experience in preparing statutory returns e.g. GST, Income Tax
- Knowledge and experience in budgeting and cashflow planning
- Strong communication skills, especially in an online environment
- Desire to assist and add value to the Burner community
- Regular access to a computer and internet
- Time management – work planning and ability to stick to deadlines
- Ability to work collaboratively in a team with integrity and respect
- Comfortable learning/using software
- Self directed learner

## Desirable Qualities, Knowledge and Experience

- Degree, qualification, or practical experience in accounting and financial management
- Experience using Xero accounting software
- Prior experience managing a team of people/leadership position within the Kiwiburn organisation preferred, but determined on a case by case basis
- Familiarity with the various Kiwiburn teams and their functions
- Existing relationship/s with Team Leads
- Project management experience

## Who to contact for support

This can be a challenging role. As an ExCom 2iC member you can approach the Chair and other ExCom members for general help and guidance, or a specific Team Lead for technical help. Any issues which arise can also be raised in ExCom meetings, and more volunteers can be assigned to your department by the Crew Facilitator as required if the workload demands it.

You are also able to reach out to Crew Assistance ([crewsassistance@kiwiburn.com](mailto:crewsassistance@kiwiburn.com)) anytime, as you need. When you sign on you will also be assigned a lovely human within this team that will be your point of contact for support.