

Treasurer

Job purpose

Treasurer is one of the three defined Officer roles of Kiwiburn Incorporated. The Treasurer oversees the financial administration of Kiwiburn Inc and reports to the governing body ExCom and the Society's members. The Treasurer is responsible for the Society's finances, making sure they are clearly accounted for and that all reporting requirements are met, ensuring the Society is maintained in a healthy financial state and it has long term viability. The Treasurer is also responsible for managing the cashflow of the Society to ensure all financial obligations are met in a timely manner and in accordance with prescribed budgets and other spending guidelines.

The Treasurer 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.

The Treasurer liaises with ExCom, the Finance Team, and all other Departments and Teams on financial matters - especially budgets and expenditure - to assist those teams to meet their operational goals and this involves communication of all financial matters and providing an understanding of longer term and bigger-picture objectives.

This role involves being an active member of the ExCom, taking part in strategic and crucial decision making for Kiwiburn, as well as being a voice for the Finance Team and Kiwiburn community.

Key Responsibilities

- Act in a manner fitting of an ExCom member, as per the ExCom [Memorandum of Understanding](#).
- Maintain communication and information sharing throughout all departments according to Kiwiburn's [Organisational Structure](#).
- Maintain the Treasury@Kiwiburn.com email address, finance@Kiwiburn.com email address (depending on finance roles being actively filled or not).
- Participate in ExCom online discussion groups and attend monthly online meetings.
- Provide leadership and strategic direction for the Finance team.
- Ensure that the finances Kiwiburn are managed appropriately
- Make recommendations to ExCom and the Society about income and expenditure, investments and debts
- Keep records of all incoming and outgoing payments
- Prepare the annual statement of financial performance (trading surplus) and statement of financial position (balance sheet)
- Ensure that the annual audit process is undertaken in a timely fashion according to legal requirements
- Provide regular financial statements to ExCom and the Society and providing explanations where required
- Ensure the annual budget is developed and reviewed in consultation with all other departments and teams and then confirmed by ExCom
- Ensure that sufficient funds are available at all times to support Kiwiburn's liabilities and payments are made in a timely manner

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- Keep ExCom and the Society informed of any key financial issues that affect them, and consult with ExCom and the Society so they can address larger organisational issues and make informed decisions.
 - Ensure all Finance Team roles are filled and support them in those roles and help them achieve their goals
 - Assist with the on-boarding of new Finance Team members in conjunction with Volunteer Coordinator (email, welcome pack, face to face or phone queries).
 - Manage Finance department and team spending
 - Train a 2IC/Finance Lead in the running of the department.
 - Write an Afterburn report covering the Treasury and Finance aspects of Kiwiburn and provide any financial information needed by other departments and teams to complete their sections..
 - Create relevant job manuals or documentation, and keep Asana tasks updated so someone could run your department in your absence

Performance objectives

- All statutory and other returns were filed on time
- Financial information was provided to relevant departments and teams in a timely manner
- All applicable accounting standards, audit requirements, and financial controls were adhered to
- Funds of the Society were safeguarded and used and applied only as per agreed policies and procedures
- Budgets and other long term financial plans were tabled and maintained to ensure the long term viability of the Society
- Collaborated and engaged with the Kiwiburn organising team, correspondence was responded to and assigned tasks were completed in a timely manner, and meetings and forums were attended so as not to delay or impede the activities of the rest of the organisation
- Treasury and Finance section of annual Afterburn report was provided by due date
- Asana tasks were updated to reflect current operations
- Documentation was created and maintained to reflect current operations - including Job Descriptions - for the Treasury/Finance function.

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

- ExCom members (colleagues)
- ExCom Secretary (liaison with, for filing statutory & other returns).
- Finance Team members (responsible for)
- All department and team leads (liaison with, budgets and expenditure)
- Banks
- Inland Revenue
- Societies Registry

Who to contact for support

This can be a challenging role. As an ExCom 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) 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.

Time Commitment

- **Year round:** 5 hours per week (including monthly online ExCom meeting).
- **November/December:** 5 - 10 hours per week.
- **On site:** be onsite for the build period either directly, or via your 2iC or other representative, to be part of the onsite Event Delivery Team supporting the various Team Lead's financial activities (expenditure and financial recording/reporting) throughout the course of the pre-build and the Event..
- **Post Event Feb-May:** 5-10 hours per week, and one (or two) weekend(s) for ExCom Summit.

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.