

Job Description - Finance Team Member

Facilitator and Department: Bee (Treasurer), Treasury/Finance Department

What Does Volunteering For Kiwiburn Look Like?

Volunteering for Kiwiburn means working with a wonderful group of humans who are enthusiastic to co-create this crazy experiment in the Paddock every year. We work with volunteers across all of Kiwiburn to make everyone's lives easier by helping with funding applications, budget management, and spending processes. We ensure that our suppliers are paid promptly (guardians of Kiwiburn's reputation) and we look after financial compliance (Civic Responsibility).

Role Description

Year-Round Responsibilities:

- Monitor and reply to enquiries to the Finance Team email inbox.
- Assist Facilitators, Team Leads, and Art Grant Recipients with:
 - Funding requests
 - Budget tracking
 - Spending processes (eg, submitting receipts, expense claims)
- Process transactions in our accounting software Xero (upload documents, code and reconcile transactions).
- Set up payments in internet banking for approval by the Treasurer (if we get this functionality in the future).
- Develop new processes to improve workflows.
- Write documentation for our processes.
- One team member may also be on-site from the start of the build period to process physical receipts and assist Team Leads in person.

Key Relationships:

- **Treasurer** and **Treasurer 2IC** (second in charge) - These are ExCom (Executive Committee) positions, equivalent to Facilitators in other departments.
- **Chairperson**, **Secretary**, and **Department Facilitators** (ie the rest of the ExCom).

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- **Team Leads** in every department across Kiwiburn, particularly those who have responsibility for budgets and spending.
 - **Volunteers** across Kiwiburn, particularly those who spend money (via debit cards, advances, or reimbursements).
 - **Art Grant Recipients** (including the Effigy and Temple Leads).
 - **External Suppliers** (confirming payments or requesting copies of receipts etc).

What Are Our Expectations Of You?

- Act in a manner fitting of a Kiwiburn member, as per the [Memorandum of Understanding](#).
- Maintain communication and information sharing according to Kiwiburn's [Organisational Structure](#).

Time requirements vary depending on the time of year and number of team members.

- During quieter times of the year (April to October) this might involve **1-2 hours per week** monitoring the team email, assisting with budgeting etc.
- During busier times of the year (November to March) the expectation would be to participate in a **1 hour team meeting each week, plus 2-3 hours processing receipts etc.**
- The above are the minimum expectations, there will often be more work if you have the availability and inclination.

What Does Kiwiburn Need From You?

Necessary Qualities, Knowledge and Experience

- **Enthusiasm.** We understand that volunteers have lives outside of their Kiwiburn duties. We only ask that you are engaged and reasonably responsive (i.e. checking Slack messages regularly, attending Team Meetings or sending “apologies” in advance). Communicate with your Facilitator or Team Lead if you know that you are going to be unavailable for a period of time.
- **Cooperation,** working well with others in the team and with external stakeholders (see above). Good communication skills.
- **Technological Literacy:** comfortable learning/using software such as Google Workspace (formally Suite), Xero, Slack with regular access to a computer and internet.
- **Attention to detail** and strong numeracy skills.
- **(Radical) Self Reliance.** Manage your capacity levels for Kiwiburn duties and communicate when you're at capacity so your team can adjust.
- **Integrity and Honesty.** Remember that Kiwiburn is a not-for-profit organisation.

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- Civic Responsibility, including a willingness to engage with Te Tiriti o Waitangi /The Treaty of Waitangi and how it relates to the Kiwiburn Organisation. See the [Memorandum of Understanding](#).

Desirable Qualities, Knowledge and Experience

- Desire to serve the Burner community.
- Strong money management and budgeting skills.
- Experience working with not-for-profit organisations.
- Accounting or Bookkeeping experience or qualifications.
- Project Management or Administration experience.

Who to Contact for Support

Your Department Facilitator (the Treasurer) is your main contact for support and asking questions in relation to your volunteering role. They are available to help you solve any problems that you may have. Of course, if you feel uncomfortable talking with them, our Crew Support team or our Volunteer Lead are here to help!

Being a part of Kiwiburn can be challenging at times. There can be many pressures and things to manage, and sometimes it can all become a bit overwhelming. So, to help you out and provide emotional support, our Crew Support is available to talk all year round as you need (crewsupport@kiwiburn.com).

If your work load or role does become a little challenging to manage on your own, please do reach out for support. Your efforts are greatly appreciated and we want to support you in the best way possible!