

Revision date: June 2024

Finance Team

Job purpose

The Finance Team is a developing role that may include assisting the Treasurer/Treasurer 2iC in:

- assisting eg Kiwiburn Art grant recipients
- receipt entry/reconciliation in Zero
- Assisting teams with their budget management

Key Responsibilities

- Assist with entry and tracking of financial runnings of Kiwiburn Incorporated, prompting various teams for information required for budgeting and financial compliance/oversight. The finance team deals with tasks such as:
 - Zero
 - Insurance (optional)
- 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](#).
- Maintain the finance@kiwiburn.com email address checking this regularly (including throughout the year, frequency dependant on the role)
- Write an Afterburn report for your Team in a timely fashion.
- Update and maintain Zero, Asana and Google Documents as required, ensuring policy and process documents are kept up to date so that someone could run your department if you became unwell.

Performance Objectives

- Write an Afterburn report
- Update and maintain Zero
- Update Asana as required
- Update documentation and Job Description as required

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

- ExCom Treasurer
- ExCom Treasurer 2iC
- Team Leads
- Insurance providers (optional)
- Supplier contacts (optional)

Who to Contact for Support

Your Department Facilitator 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!

Time Commitment

- **Year round (if applicable): 1-2 hours a week**
- **Pre-Event: TBA**
- **Event period (if applicable): TBA**
- **Post Event: 2-3 hours a week**

Necessary Qualities, Knowledge and Experience

- Strong budget management skills
- Attention to detail
- Regular access to a computer and internet
- Experience with zero or other
- Written communication – responsive to email/Slack.
- Able to work collaboratively in a team with integrity and respect.
- Strong communication skills, especially in an online environment.
- Time management – work planning and ability to stick to deadlines.

Desirable Qualities, Knowledge and Experience

- Familiarity with Gmail, Slack, Google Workspace (formerly Suite) and/or Asana.
- Existing relationship/s with Team Leads
- Project management experience
- Self directed learner
- Familiarity project management software Asana (not essential)