



**Enrolled Nurse Section**  
NEW ZEALAND NURSES ORGANISATION

**TREASURER**

**Role Description**

**&**

**Position Specification**

<b>Position Title:</b>	Treasurer
<b>Responsible to:</b>	Chairperson Enrolled Nurse Section National Committee Enrolled Nurse Section Members Enrolled Nurse Section Annual General Meeting (AGM) NZNO Management Accountant
<b>Direct Reports:</b>	Chairperson Enrolled Nurse Section National Committee NZNO Management Accountant for NZNO Sections & Colleges
<b>Functional Relationships:</b>	Chairperson Enrolled Nurse Section National Committee Enrolled Nurse Section Annual General Meeting (AGM) NZNO Management Accountant

**Purpose of the Position:**

The overall role of a treasurer is to maintain an overview of the Enrolled Nurse Section NZNO financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained. The role and person specification are summarised below.

**Position Specification:** As per Enrolled Nurse Section NZNO Committee Role Description & Position Specification

**General financial oversight:**

- Oversee and present budgets, accounts and financial statements
- Liaise with designated NZNO staff about financial matters
- Ensures that the appropriate accounting procedures and controls are in place
- Ensure compliance with relevant legislation
- Ensures that any recommendations of the auditors are implemented
- Ensures that the accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies

**Financial planning and reporting:**

- Present financial reports to the committee
- Present the annual audit and accounts at the Enrolled Nurse Section NZNO annual general meeting (AGM)
- Advise on the Enrolled Nurse Section NZNO investments
- Advise on the financial implications of the Enrolled Nurse Section NZNO Business and Operational plans
- Advise on any fundraising strategy of the Enrolled Nurse Section NZNO
- Ensure that there is no conflict between any investment held and the aims and objects of the Enrolled Nurse Section NZNO
- Experience of financial control and budgeting
- Experience of fundraising
- Good communication and interpersonal skills
- A willingness to be contacted on an ad hoc basis
- Ability to ensure decisions are taken and followed-up
- Competent bookkeeping knowledge and skills
- Have access to the internet and email

**Qualities and Skills of Treasurer:**

- Competent computer skills and knowledge of Microsoft and Excel programmes
- Attend NZNO Chairpersons & Treasurers Delegates Day
- Attend NZNO New Treasurers day training

**Manages Enrolled Nurse Section Merchandise:**

- Stock take of merchandise held by Enrolled Nurse Section prior to annual audit
- Receipt and postage of merchandise held

**Time Commitment Required:**

The role of the Treasurer requires an estimated commitment of approximately 2-5 hours per week. Commitment time will be higher leading up to the Enrolled Nurse Section Annual Audit and at Annual Enrolled Nurse Section Conference.