

Treasurer Job Description

New Zealand Nurses Organisation College of Stomal Therapy Nursing

Position purpose:

The New Zealand Nurses Organisation College of Stomal Therapy Nurses, NZNOCSTN, Treasurer, is responsible for maintaining up to date financial records, understanding the working of section funds and complying with the financial processes and requirements of NZNO.

Position in Organisation:

The NZNOCSTN Treasurer is responsible to, NZNOCSTN Executive Committee members, the membership, NZNO including the Management Accountant and Financial Team, the Executive Committee and the section membership.

Terms of Appointment:

The Treasurer is elected by the members of the NZNOCSTN onto the Executive Committee and is then appointed by the Executive Committee to the Treasurer role for a two year period. The two year term is concurrent with membership of the Executive Committee.

If re-elected for a second term of service on the NZNOCSTN Executive Committee renewal of the Treasurer role is by mutual agreement between the committee and the Chairperson.

Termination of Appointment:

Termination of the Treasury position is either by resignation in writing to the chairperson or by non-selection at the next executive committee election or completion of elected term.

Person Specification:

The NZNOCSTN treasurer will be:

- A current active member of NZNOCSTN Executive committee
 - Honest and reliable
 - Organised
 - Committed and motivated to gain an in-depth understanding of current NZNOCSTN financial funds and their future management for the college
 - Able to work collaboratively with the financial team at NZNO and be guided by their expertise and advice
 - Able to work autonomously but also as a team player
 - Able to work within time frames
 - Able to follow financial processes and audit requirements
 - Able to maintain an accurate record of NZNOCSTN incoming and outgoing funds
 - Willing to give time to ensure success in the role
 - Committed to working within the parameters of the Treaty of Waitangi framework.
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Key Tasks and Responsibility:

- Be familiar with the NZNO Section and College Handbook – Financial Management and Treasurer Information
- At the beginning of their term the Treasurer must obtain signing authority on all accounts, along with one (minimum) other person –chairperson.
- Account for all incoming and outgoing funds upon receipt of monthly bank statements.
- Submit two monthly NZNOCSTN Cheque and Receipts Register to the Management Accountant as requested;
 - This is sent via email in excel spread sheet format which is provided by the accountant, at the beginning of each financial year. The Accountant will alert you to the date information is required.
- Submit NZNOCSTN financial folder annually ensuring folder meets audit requirements (as per College and Section Handbook);
 - Accountant will provide date to be submitted by.
- Generate advertising/sponsorship invoices as required and within a timely manner
- Liaise with key company representatives as required in regards to advertising or invoicing etc.
- Ensure prompt payment of all incoming invoices.

Conference Responsibilities:

- Ensure the contract with the proposed venue for conference is submitted to the NZNO financial team and signed off before any deposit to secure venue is paid
- Plan a draft budget
- Ensure registration form has College GST number. This will enable it to be used as an invoice
- Receive conference registrations and fees
- Receipt of registrations
- Maintain a Conference Registration excel spreadsheet (this is required to be submitted with the financial folder at the end of the financial year)
- Ensure deposits and invoices, for services related to conference are paid on time and receipts filed.

Additional Information:

- *The Outlet* journal advertising charges are decided on an annual basis (usually toward the end of the year previous) in consultation with journal editors and the Executive Committee. Clarification of acceptable/appropriate price increases can be discussed with the NZNO Management Accountant
- Invoices for advertising in *The Outlet* journal need to be sent to companies by the end February
- All cheques must be stamped “Not negotiable” and “bearer” crossed out.
- All cheques must be countersigned.
- You will be provided with key contacts such as ANZ bank contact, and NZNO accountant who are supportive and helpful with any issues that may arise for your clarification
- All invoices must include NZNOCSTN's GST number: GST #10 386 969.
- It is important to keep up to date with book keeping as this will reduce time and possible anxiety at the annual audit.