

**New Zealand Lacrosse**  
**Assistant Treasurer**  
**Job Description**

*November 2022*

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**Reports to** New Zealand Lacrosse (NZL) Treasurer

**Term** Permanent

**Hours** Part time (2-5 hours per week)

**Location** Can be located anywhere in New Zealand, to be performed from home

**Volunteer position**

**Role Overview**

The NZL Assistant Treasurer is responsible for supporting the NZL Treasurer in the management and operation of the finances of the NZL and to ensure that NZL operates within the annual budget. This includes management of the day to day financial activities of NZL.

**Role Responsibilities**

- Collect and account for all dues, fees and funds
- Issue receipts for all money received and recording this information
- Keep the organisation's books up to date
- Keep a proper record of all payments and monies received
- Pay bills

**Core Capabilities and Experience**

- Has experience from an accounting, budgeting and finance perspective.
- Is well organised.
- Can allocate regular time periods to maintain the books.
- Keeps good records.
- Works in a logical, orderly manner.
- Is aware of the information that needs to be kept for the annual audit.

**Key Expectation**

- Responsiveness to any communications in a timely manner within at least 2 days. This can be a holding response especially if away or otherwise not able to reply. Due to the nature of all roles in the NZ Lacrosse community being volunteers, it is vital to have efficient communication.