

New Zealand Lacrosse
Treasurer
Job Description

January 2024

Reports to	New Zealand Lacrosse (NZL) Operations Manager and the NZL Board
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 Treasurer is responsible for the day to day management and operation of the finances of the NZL and to ensure that NZL operates within the annual budget. This includes budget creation, management of the day to day financial activities of NZL, regular monthly reporting to the NZL board and ensuring that all financial policies are adhered to.

The Treasurer works with the NZL Operations Manager in an Operational Role, reporting through to the NZL Board. It is anticipated that the role will be supported by an assistant treasurer.

It must be noted that the NZL board finance committee has obligations of oversight in finance. Audit/oversight is a governance function. Running the finances is part of the operational management and the treasurer works with the operations team to fulfil this function. The whole NZL board has a duty to ensure that the finances are in order and everyone has a basic ability to read the reports. There exists a Finance Sub-Committee within the NZL Board that has knowledge to provide assistance in the role if required.

Role Responsibilities

- Prepare a budget for discussion prior to and at the AGM, plus monitor it carefully
- 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 in a timely manner
- Providing the operations manager and the NZL board with timely and accurate financial information
- Give the Treasurer's report at regular meetings and when required
- Responsible for the efficient and effective administration and day-to-day operation and strategic direction of the financial affairs of NZL
- Liaising with other partner agencies and members and to play an essential role developing lacrosse in New Zealand
- To act in an impartial manner when undertaking duties of the NZL
- To assume responsibility for the funds of the organisation and to keep correct and complete records of accounts of such funds

- To assist the NZL Board and Finance Committee in the financial and strategic planning of the NZL
- To prepare annually an independently examined financial report and accounts of the organisation to be presented at the AGM
- To assume responsibility for the management of national Team deposits and payments
- To ensure that appropriate risk management controls are in situ
- Work with assistant treasurer if required

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.