

## Job Description for Treasurer

The Treasurer is responsible for the day to day financial affairs of IIBA New Zealand Chapter.

The Treasurer must:

- Serve on the Board
- Give regular reports (monthly) to the Board on the financial state of the organization
- Keep financial reports on file and orient the new Treasurer
- Act as signing officer with the President for financial transactions
- Manage the day-to-day financial affairs of the Board
- Manage the accounting of the funds of the organization, its budget and expenditures
- Keep full and accurate accounts of all organizational receipts and disbursements
- Receive and bank all monies due to the organization

The goal is to ensure the Board finances are planned and managed effectively, and the Chapter complies with the IIBA Bylaws, and meets all Chapter financial obligations.

This includes both the financial administration of the regular Board activities for members, and the annual conference, BA Development Day, delivered by the Chapter.

### Skills

- Good mathematical ability and experience
- Capacity and ability to support annual budgeting for portfolio planned activity
- Familiarity with Chapter policy and bylaws governing purchases and expenditure
- An understanding of organisational finances, from an accounting and taxation perspective
- Ability to use online accounting and banking software
- Ability to develop a good working relationship with purchasers and providers of goods and services

### Relationships

- IIBA NZ Board
- IIBA VP Memberships, President, Secretary
- IIBA Events Committee members (expense claims)
- Service suppliers (e.g. venues, travel, goods and services)
- Service purchasers (e.g. BA Development Day attendees, sponsors)
- Chapter Banking provider
- Chapter Accountant
- The NZ BA Community

### Responsibilities and Current Activities

Actions/ Activities	Responsibility (who?)	Frequency	Resource Requirements*	Monitoring/ Update
Draft IIBA Board Budget	Treasurer	Annual	~1d generate draft for review and discussion	Monthly

<b>Issue IIBA Accounts</b>	Treasurer, Accountant	Annual	~1d	Audit
<b>Process IIBA Board Transactions</b>	Treasurer, Portfolio owners, payment approvers	Weekly	0-4h	Record and code all approved transactions and process
<b>Invoice Sponsors</b>	Treasurer, VP Sponsorship	Annual	~4h	Monitor payment completion
<b>Tax (GST and Income)</b>	Treasurer	Bi-monthly	~1h	monthly via accounting software
<b>Manage bank authorities</b>	Treasurer	Ad hoc	~1d	As required for Board change
<b>Mange taxation authorities</b>	Treasurer	Ad hoc	~1d	As required for Board change
<b>Taxation rulings for international presenters</b>	Treasurer	Ad Hoc	~1d	
<b>Participate in Board Meetings</b>	Board	~6 weekly	~4h (prepare report, participate, followup)	
<b>Participate in full day planning / review meetings</b>	Board	twice a year	~1.5d	

\*Resource requirements assume all transactions are recorded weekly with full details and coded at entry.

## Appendices

**Operational Guide - The following section provides an indication of role activity.**

### January:

Prepare for end of financial year, request all outstanding expense claims are completed  
Process and code approved transactions  
Complete monthly reporting and attend Board meeting

### February:

Lodge tax payments, process and code approved transactions  
Generate draft IIBA Board budget for following financial year  
Complete monthly reporting and attend Board meeting

### March

**End of year accounting preparation**  
**Process and code approved transactions**  
**Annual board planning and budget review and finalisation**  
**Complete monthly reporting and attend Board meeting**

**April:**

**End of year accounts and taxation**  
**Lodge tax payments, process and code approved transactions**  
**Update bank / tax authorities if Board changes require**  
**Complete monthly reporting and attend Board meeting (usually a full day planning session)**

**May:**

**Process and code approved transactions**  
**Complete monthly reporting and attend Board meeting**

**June:**

**Lodge tax payments, process and code approved transactions**  
**Participate in budget review for Membership regional tour**  
**Complete monthly reporting and attend Board meeting**  
**Complete presentation for Annual General Meeting and attend AGM**

**July:**

**Process and code approved transactions**  
**Monitor and process Membership tour transactions**  
**Complete monthly reporting and attend Board meeting**

**August:**

**Lodge tax payments, process and code approved transactions**  
**Monitor and process Membership tour transactions**  
**Complete monthly reporting and attend Board meeting**

**September:**

**Process and code approved transactions**  
**Complete monthly reporting and attend Board meeting**

**October:**

**Lodge tax payments, process and code approved transactions**  
**Complete monthly reporting and attend Board meeting**

**November:**

**Process and code approved transactions**  
**Complete monthly reporting and attend Board meeting**

**December:**

**Lodge tax payments, process and code approved transactions**  
**Complete monthly reporting and attend Board meeting**