

Treasurer

Key Objective:

To ensure the prudent and efficient management of the finances for the NZ Branch including all Tagged Funds (Memorial Fund, Musicians' Fund, Branch School Account and others).

Tasks:

- Maintain accurate financial records for the NZ Branch.
- Ensure that the NZ Branch complies with all relevant legislation or regulations.
- Ensure sound management of NZ Branch cash and investments.
- Liaise with NZ Region Treasurers to obtain Region financial information required for inclusion in NZ Branch annual accounts.
- Preparation and distribution of appropriate financial reports as required.
- Co-ordinate the collection of membership fees and disbursement of same to RSCDS headquarters.
- Ensure full compliance with all legislative and regulatory requirements for the NZ Branch shop.
- Liaise with NZ Branch and shop auditors as required.
- Disseminate information regarding NZ Branch and RSCDS Scholarships, and other funding available from the RSCDS (e.g. funding for children's activities and musicians courses), through Kiwi News and the NZ Scottish Country Dancer magazine.
- Develop and implement financial procedures and systems for untagged Accumulated funds.

Skills Required:

- Knowledge and experience of financial systems and accounting procedures.
- Advanced spread sheeting skills.
- Enthusiasm, motivation and passion for SCD and for achieving the NZ Branch aims.

- Capacity to devote the necessary time and effort.
- Ability to work effectively as a member of a team.