

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).

Tasks:

- Maintain accurate financial records for the NZ Branch.
- Ensure that the NZ Branch complies with all relevant legislation or regulations.
- Ensure sound management and maximisation of NZ Branch cash and investments.
- Liaise with NZ Region Treasurers to obtain Region financial information required for inclusion in NZ BRANCH annual accounts.
- Collate information regarding stocks of "A History of Scottish Country Dancing in New Zealand" from Regions and maintain a record of Branch stocks of same.
- 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 NZ BRANCH shops.
- 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 the "Kiwi News"/ 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 Aim.
- A willingness to devote the necessary time and effort.

Ability to work effectively as a member of a team.