



Job Title:	Treasurer	Job Category:	Executive Committee
Applications Accepted By: Nomination and voting via RWNZ general membership			
The Organisation RWNZ is a non-profit, volunteer-run organisation active since September 1990. Our aim is to promote excellence in the genre of romantic fiction by: <ul style="list-style-type: none">• Providing and facilitating education for our members• Promoting a high quality of writing• Encouraging members to become published authors and establish careers in romance writing• Stimulating mutual support and networking opportunities among members• Advocating a positive and professional image of romance authors and their works Membership is approximately 250, with an income of \$15,000.			
Job Description			
Role and Responsibilities (As per the RWNZ Rules) <ul style="list-style-type: none">• Ensure all monies received are receipted and banked• Ensure all accounts are paid by the due date• Keep annual cash book or computerized accounts showing adequate record of financial transactions to enable a clear statement of RWNZ's financial position to be determined at any time.• Ensure that the financial statements are ready for review at the end of the financial year• Present a financial statement at Executive meetings• Present a review set of financial statements at the Annual General Meeting• Keep an asset register• Fulfil any other obligations required by the Executive.			
General Duties <ul style="list-style-type: none">• Process all transactions through Xero to analyse income and expenses per RWNZ chart of accounts and ensure bank accounts are reconciled on a regular basis• Upload copies of expense invoices to be electronically stored in Xero and Dropbox• Update Woocommerce section of RWNZ Website to complete orders when funds have been received.			

- Enter payments to be made into ASB internet banking for approval by President or Secretary
- Prepare GST returns (6 monthly ended 30 September and 31 March) and lodge with Inland Revenue ensuring requisite payment is made by due date
- Prepare financial report for Executive Meetings to advise current financial position, ytd income and expenses and expenditure requiring payment.
- Receive expenditure re-imburement claims from members and process
- At year end prepare financial statements for review
- At year end prepare income tax return, present to Executive for approval and lodge with Inland Revenue
- Present reviewed financial statements to Annual General Meeting
- Prepare any forecasting/budgets required by Executive

Competencies/ Preferred Skills

- Must have an understanding and knowledge of RWNZ's mission
- Must be well-versed in the RWNZ rules
- Attention to detail
- Have good time management skills and be able to work to a deadline
- Strong organizational skills with record creation and management
- Passion, integrity, positive attitude, ability to work without supervision, and as part of a team.
- Able to maintain confidentiality
- Able to listen and communicate effectively.
- Knowledge of computer accounting systems an advantage especially Xero

Drafted By:	Tania Roberts	Date:	19/6/2017
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Last Updated By:	Click here to enter text	Date/Time	Click here to enter text