Level 13, 49 Boulcott St,

PO Box 24494,
Wellington 6011,
New Zealand

**Job Description**

**UNANZ Treasurer**

# **About us**

The United Nations Association of New Zealand (UNA NZ) is a national community organisation and a registered charity. It is made up of a number of regional branches, an independent youth association (UN Youth New Zealand) and affiliates across New Zealand. UNA NZ was founded shortly after the United Nations itself in 1945, and is formally associated with the UN Department of Public Information. UNA NZ is committed to the ideals embodied in the UN Charter and the Universal Declaration of Human Rights, and the crucial role of the UN at the centre of multilateral cooperation to promote world peace and justice, and to eradicate poverty and hunger. We recognise that the UN has far to go to achieve its objectives, and are committed to its improvement. We work in a variety of ways to highlight the importance of the UN, and to engender the skills within our young people to cope with this extraordinarily challenging international environment. We educate New Zealanders about the activities of the UN and its agencies, New Zealand’s involvement, and how to get involved. Our current focus is working together with others to raise the importance of finding ways to achieve the Sustainable Development Goals, Global Security and UN Renewal.

You can found out more about our specific activities here:

<https://www.unanz.org.nz/about-us/what-we-do/>

# **Overview**

The Treasurer plays an integral role in overseeing the organisation’s finances, working alongside the President, the National Executive and the National Office to review and advise on budget management, reporting requirements, constitutional and legal compliance in regard to financial matters.

This is a voluntary role that requires a time commitment of approximately 10-15 hours per month (fluctuating around periods of reporting etc.) and often requires the need to deal with time sensitive tasks.

Those who volunteer for UNA NZ report finding it rewarding. They often grow their networks, gain new skills, work with those from different cultures and backgrounds and build their CV and references.

# **Specific Duties**

Fortnightly/monthly

* Process a small number of payments and invoices including rent, wages, ACC levy, PAYE.
* Reconcile such payments in xero and complete any other relevant paperwork or filing for such payment
* Make the office aware of relevant payments such as new membership
* Respond to emails regarding financial queries from the office or National Executive (NX)

Monthly

* Provide a financial report to NX including profit and loss, budget progress, payments for approval and the general health of the organisation
* Attend the NX meeting on the 3rd Wednesday of every month and provide a verbal update on this report and respond to any questions and ensure that the NX understands these reports
* At that meeting and as required via email advice on financial decisions to be made by NX
* Provide IRD with required employee information and suitably pay taxes and other fees

Bi-annually

* Provide a financial report to the National Council including profit and loss, budget progress and any other relevant information such as branch capitation fees
* Provide a verbal update on this report and respond to any questions
* Provide advice on financial decisions to be made by the National Council

Annually

* Commission and oversee a professional review of the organisations annual finances to be adopted at the AGM
* File the organisations annual finances (and review) with the charities commission
* Provide to the AGM any other reporting requirements
* Produce in collaboration with the NX a budget to be approved at the twice yearly National Council meetings
* Ensure that branches comply with financial reporting obligations for the AGM
* Invoice all affiliate members for their membership fees
* Work with the National Council and other members to set a capitation fee following the designated process
* Invoice all branches for capitation

**Candidate attributes**

**Required**

* Experience on a board, in a governance role or as a trustee of an organisation
* Degree or equivalent experience in finance, accounting or related field
* Diligent, organised and integral, the financial management of our organisation is fundamental to its existence, the timely filing of reports and successful compliance with charity and incorporated society obligations is absolutely essential
* Integral and honest, as the kaitaki of our finances you must demonstrate your integrity and respect for processes. In this role you will become one of the legal officers of our charity so you must not have been convicted of a crime of dishonesty, ever declared bankruptcy and some other restrictions which can be seen [here](https://www.charities.govt.nz/ready-to-register/need-to-know-to-register/officer-information/).
* Ability to learn quickly, work independently and ask for help when needed
* Ability to commit to a 1 year term and to providing approximately 10 hours a month of your time during that period.

**Preferred**

* Knowledge, understanding of and passion for the United Nations and its engagement with civil society
* Ability to work with different cultures, ages and professional backgrounds
* Experience with google drive/workspace, xero and online banking.
* Previous experience conducting a review and filing this with Charities Services
* Lives in the Wellington region

# **To apply:**

Please email a CV and a covering letter that addresses the key elements of this job description to president@unanz.org.nz before 19th July 2021.