

Treasurer

The Treasurer is the Board's lead person on financial management. The Treasurer is directly responsible to the President of the Board of the Wellington Ice Hockey Association (WIHA) and, along with other Board members, to the members of WIHA.

Responsibilities and duties

- Prepare an annual budget and monitor and review income and expenditure regularly.
- To ensure financial systems are in place to record income, expenditure and payment authorisation. This includes a statement detailing the financial controls that exist to minimize the risk of fraud.
- Responsible for overseeing and approving payments, with delegation to the General Manager, where appropriate.
- Keep the association's books up to date including keeping a proper record of all payments and monies received.
- To provide regular reports to the Board on income, and expenditure against budget and be ready to answer any questions by the committee.
- Ensure an annual review/audit of financial accounts is completed and adopted at the AGM.
- Give the Treasurer's report at regular meetings and when required.
- Where required, provide recommendations regarding investment to the Board.
- To be a signatory for the Board including for bank accounts and funding applications.

Knowledge and skills required

- Has experience in financial management, preferably within a non-profit organization.
- Knowledge of accounting and financial principles and practices.
- Excellent communication and interpersonal skills.
- Is well organized.
- Can allocate regular time periods to maintain the books.
- Keeps good records.
- Works in a logical, orderly manner.
- Attention to detail and a commitment to accuracy and integrity.
- Is aware of the information that needs to be kept for the annual audit.

Estimated time commitment required

The estimated time commitment required as the Treasurer of Wellington Ice Hockey Association is 3 - 5 hours per week. The Treasurer is appointed for a 12 month term.