



POSITION DESCRIPTION: TREASURER

The role of the Treasurer is to be the chief of financial management for Hoe Tonga Pacifica Waka Ama Association (Hoe Tonga).

POSITION:	Treasurer
HOURS OF VOLUNTARY WORK:	Up to 1 hour per week
TERM OF VOLUNTARY EMPLOYMENT:	Voluntary for 1 year
RESPONSIBLE TO:	Hoe Tonga Assembly and NKOA Council
SALARY RANGE:	Not Applicable

KEY TASKS

Hoe Tonga Meetings

The Treasurer is responsible for attending all Hoe Tonga meetings which includes:

- Making sure financial reports are available and understood at all assembly meetings; and
- Giving the Treasurer's report when required.

General

- Prepare the budget and monitor it carefully;
- Keeping Hoe Tonga's books up-to-date;
- Keeping a proper record of all payments and monies received;
- Showing evidence that money received is banked and documentation provided for all money paid out;
- Ensuring that information for an audit is prepared each year;
- Arranging the audit;
- Producing the annual financial report;
- Sending out accounts; and
- Paying the bills.

Relationships

The Treasurer is responsible for maintaining good relationships with the:

- Hoe Tonga Executive Committee; and
- Hoe Tonga Assembly members

PERSON SPECIFICATION

Skills and Experience

The Treasurer will need:

- Well organised;
- Able to allocate regular time periods to maintain the books;
- Able to keep good records;
- Able to work in a logical orderly manner;
- Aware of information which, needs to be kept for the annual audit;

- A sound knowledge of the NKOA Constitution, Strategic Plan, Annual Operations Plan, and Race Rules;
- A sound knowledge of the Hoe Tonga Constitution, Strategic Plan, and Annual Operations Plan;
- An appreciation of the Treaty of Waitangi and familiarity with te reo and tikanga Māori;
- Sensitivity to the needs of Māori, Pacific and other cultural groups in the wider waka ama community;
- Skills to operate effectively in a small organisation and provide initiatives, as appropriate, to ensure the relationship between NKOA and Hoe Tonga operates efficiently.
- A sound level of integrity, adaptability and an ability to handle client information;
- A high standard of oral and written communication skills;
- Administration skills in a small office context, and an ability to work independently and collectively with small teams;
- IT skills, particularly a thorough knowledge of Microsoft applications, including word processing, outlook and electronic (as well as manual) data entry and ability to use the internet, and have an ability to learn and develop new computer skills;
- Ability to prioritise; and
- A background in community voluntary service.

Personal Qualities

The Treasurer will need:

- To be motivated;
- An ability to interact well with Māori, Pacific and other people;
- Some knowledge of te reo and tikanga Māori;
- A well-developed work ethic;
- To demonstrate initiative and flexibility;
- To show confidence, honesty and integrity;
- An ability to be objective; and
- To be sensitive to the needs of clients and personnel and able to develop sound working relationships internally and externally.