

**Te Hāhi Tūhauwiri  
The Religious Society of Friends (Quakers)  
Yearly Meeting of Aotearoa New Zealand**

**Yearly Meeting Treasurer – Job Description June 2020**

**Role**

The Treasurer is responsible for the management of the finances of Yearly Meeting (YM), which includes financial administration, budgeting, and providing financial reports for Yearly Meeting and external stakeholders.

**Responsibilities**

- Overseeing the financial affairs in accordance with YM values and policies and within accepted accounting practice.
- Ensuring compliance with The Quaker Handbook of Practice and Procedure, charity law and any other relevant legislation or regulations with respect to financial management.
- Keeping proper records.
- Monitoring and reporting on the financial health of YM.
- Producing the necessary financial reports and overseeing the annual financial review.

**Scope**

- The Treasurer is responsible day-to-day for the core financial affairs of YM, excluding QPSANZ, QEF, Testimonies Fund and other funds held by the Trust Board. The Treasurer's reporting to YM, including budget and annual internal reporting is confined mainly to this core.
- QPSANZ and QEF are part of the YM legal entity but have their own Treasurers and banking arrangements. The Yearly Meeting Treasurer needs to obtain information from them to support annual external financial reporting.
- QPS Trust, WEST and the Trust Board are separate legal entities but deemed to be controlled entities of YM. These entities need to provide their annual financial statements to the YM treasurer so that these can be included in YM's consolidated performance report. This consolidated report is used for external reporting via submission to Charities Services.
- The Treasurer, while not day-to-day responsible for the committees and controlled entities named above, needs to broadly understand their financial, banking, investing, accounting and auditing activities in order to sign an annual representation to the YM auditors on the consolidated performance report.

**Specific responsibilities**

- Prepare an annual budget of estimated income and expenditure for approval by YM.
- Disburse funds as directed by YM and in accordance with the budget.

- Ensure budget lines are not exceeded significantly (in excess of 20% of the budgeted amount) without the appropriate approval of the YM Clerk.
- Make payments to creditors and collect payments from debtors promptly.
- Comply with Goods and Services Tax and any other IRD requirements.
- Help ensure compliance with the Charities Act 2005 including the requirement that resources are applied exclusively in pursuance of the objects of YM.
- Maintain effective banking arrangements to minimise cost including bank accounts and term deposit facilities.
- Protect the value of funds by investing reserves and ensuring such investment is consistent with YM values and policies, and with any current Statement of Investment Policies and Objectives approved by YM.
- Provide financial advice and support to YM Clerks and, when requested, Monthly Meeting Treasurers and Clerks to help ensure the financial viability of the organisation.
- Help to make members and attenders aware of the financial obligations of YM and take a lead in interpreting financial information for them.
- Maintain proper records and effective financial procedures and controls for such things as:
  - approval of all payments for purchases, grants, donations and reimbursements
  - bookkeeping and reconciliation
  - Account separately for money designated for special purposes such as YM Accumulated Funds.
- Maintain an appropriate reserves policy.
- Prepare the annual financial report for inclusion in Documents in Advance.
- Attend YM in session to assist with any questions about the annual financial report or other financial matters. Costs for attending YM in session are paid for by YM.
- Complete the Charities Services annual return.
- Help ensure any relevant website pages are kept up to date and edited when needed.
- If the YM Clerk is unable to carry out their responsibilities, the Treasurer will contact Standing Committee and facilitate their process to appoint an acting YM Clerk to begin service immediately.

### **Preferred knowledge, skills, abilities and experience**

- Bookkeeping skills and an understanding of accounting principles and internal control, preferably including basic principles of accounting consolidation and debit/credit journal entry (though support in this area is available through Yearly Meeting's

accountants/auditors).

- Understanding of banking practice, including internet banking.
- Ability to use information technology including software such as Xero, Microsoft Excel and Google Drive. Communication is mostly via email and documentation is mostly in digital form uploaded to Xero or Google Drive.
- Knowledge of and commitment to the Religious Society of Friends and Friends' faith and practice. Preferably a member.
- Willingness to devote the necessary time and effort.
- Ability to communicate clearly.

### **Expected Time Required**

5-8 hours per week, on average – with the peak periods being budget preparation (September/October), Reports for Documents in Advance (December/January), and external reporting/consolidation/review (April/May)

### **Length of appointment**

Three years with the possibility of up to another three years of service.