



## NZ Lay Preachers Association

# Treasurer Job Description

The Treasurer is responsible for the financial stewardship of the New Zealand Lay Preachers Association (NZLPA), working in close collaboration with the NZLPA Executive. This includes managing day-to-day finances, preparing reports and budgets, and ensuring sound financial practice across the organisation. As a member of the Executive Committee, the Treasurer plays a key role in strategic decision-making and governance.

### Key Responsibilities

Working closely with the President and Executive Committee, the Treasurer will:

- Manage all financial transactions, including processing reimbursements, tracking income and expenditure, and reconciling accounts.
  - Prepare annual accounts generally in line with general best-practice for non-profit societies and the society constitution. (NZLPA is not currently a registered charity or incorporated society.)
  - Prepare a draft budget annually for approval by the Executive and monitor financial performance throughout the year.
  - Provide a financial report to each Executive Committee meeting (approximately six per year), which may be verbal or written depending on activity.
  - Attend the AGM and present a financial report to members.
  - Serve as one of NZLPA's three authorised officers; any two may jointly authorise payments from the Association's bank account.
  - Work with the President to authorise standard or routine payments where appropriate.
  - Coordinate with the Registrar and Webmaster to ensure accurate tracking of membership payments, especially during the transition to an online membership portal.
  - Contribute expertise and relevant financial reports for the preparation of funding applications, grant reporting, and other fundraising efforts as needed.
  - Maintain financial records securely and ensure they are available for internal review and future audit or compliance needs.
- Monitor and respond to messages sent to the official Treasurer email address, ensuring prompt and professional communication.

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## Skills & Experience

The following would be advantageous:

- Familiarity with Xero (or other cloud-based accounting systems).
- Experience managing finances for a small organisation, charity, or club.
- Budgeting and reporting skills, including written and verbal communication.
- Basic understanding of nonprofit compliance, tax, and governance.
- Ability to work collaboratively with volunteer colleagues.
- An understanding of NZLPA's mission and structure, and empathy for the needs of lay preachers.

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## Reporting & Relationships

The Treasurer reports to the NZLPA Executive Committee. Key relationships include the President, Registrar, Webmaster, and other Executive members. The Treasurer may also interact with funders or service providers (e.g., banks, accounting software, payment gateways) and office bearers from our partner churches.

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## Financial Delegation

This is an unpaid voluntary position.

The Treasurer is an authorised officer for the Association's bank account, with authority to approve payments jointly with one other authorised officer. Routine reimbursements and standard payments may be approved with Presidential concurrence. Minor out-of-pocket expenses (e.g., printing, postage, purchasing stationery consumables) up to \$40 per month can be reimbursed upon providing receipts, subject to approval by the other two authorised officers. These must then be reported and ratified at the next Executive Committee meeting. Any other expenditure requires prior approval from the Executive Committee.

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## Time Commitment

- Attendance at Executive Committee meetings approximately every two months, plus the AGM (estimated time: 4 hours per meeting including preparation).
- Preparation of budget and annual accounts (estimated time: 10–12 hours annually).
- Ongoing financial processing, reconciliations, and coordination (estimated time: 6–8 hours per month).
- Occasional additional time may be required for strategic planning meetings, funding proposals, or website finance integrations.

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NZLPA is committed to supporting and celebrating the ministry of lay preachers across New Zealand.