

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	Financial Officer
<b>RESPONSIBLE TO:</b>	President Wellington AAPNZ Group
<b>COORDINATES WITH:</b>	Other Group Management Team members National Executive Office
<b>PURPOSE OF POSITION:</b>	To manage the financial matters of AAPNZ Wellington Group
<b>ACCOUNTABLE FOR ACHIEVING THE FOLLOWING OBJECTIVES:</b>	<ol style="list-style-type: none"> <li>1. The effective and efficient maintenance of the AAPNZ Wellington Group finances.</li> <li>2. To provide accurate and timely fiscal reporting.</li> </ol>
<b>TASKS:</b>  <b>Note. All accounts are to be paid for by cheque with the exception of accounts that can be paid for on a meeting night that are less than \$10. All cheques have to be signed by any two of the signatories.</b>	<ol style="list-style-type: none"> <li>1. Maintain accurate financial records for the Wellington group by: <ul style="list-style-type: none"> <li>➤ Banking all monies promptly</li> <li>➤ Paying accounts</li> <li>➤ Preparing invoices</li> <li>➤ Preparing budgets as required</li> </ul> </li> <li>2. Arrange for the accounts to be audited in a timely manner at the end of each financial year.</li> <li>3. Assist on the registration desk at group meetings.</li> <li>4. Prepare monthly reports and attend monthly Group Management Team meetings.</li> </ol>
<b>PERSON SPECIFICATION:</b>	<ol style="list-style-type: none"> <li>1. Four+ hours per month. (Could be more over March – May as this is one of the more busier periods)</li> <li>2. Possess a working knowledge of MS Excel, MS Word</li> <li>3. An accounting background helps but is not essential.</li> </ol>