

Wellington Playcentre Association
EXECUTIVE JOB DESCRIPTION (Voluntary position)

Treasurer

Place of Work	Works from home
Responsible to	Association Executive and Association Council
Honoraria and Expenses	As set at the annual Association Meeting.
Length of Tenure	One year with a recommended maximum of three

Qualities

- Playcentre is the main source of early childhood education for Treasurer's children
- A background of strong involvement at centre level
- Able to work co-operatively with the other members of Association and the team

Essential skills and knowledge

- Has completed Course Two Playcentre Way/Course Three Playcentre Sessions
- Able to communicate effectively – orally and in writing
- Has been a centre treasurer, and has a strong interest in accounting.
- Good organisational and administrative skills
- Is prepared to continue training and participate in ongoing professional development

Goals

- Assist with the smooth running of the Association's financial management
- Effectively support the Association Executive in financial tasks
- Effectively support centres in financial tasks
- Be an effective support to the Association's accountant
- Be a good role model of Playcentre

Duties and Responsibilities

1. Work with Accounts Administrator to ensure the smooth running of the Association's financial management
2. Authorise Association payments where appropriate
3. Attend monthly Association Executive meetings and work as an effective member of the executive, and present financial statements to the executive
4. Attend and report to Association Council meetings and AGM and present financial statements
5. Provide financial advice and support to the Association Executive members regarding association matters

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6. Sight or authorise Association Executive members expense claims
7. Provide financial advice and support centre treasurers to manage centre funds effectively
8. Liaise with other executive team members to assist centre Treasurers where necessary
9. Run at least 2 workshops for centre Treasurers per year - 1 at the Centre Office Holders Evening and 1 prior to the end of the Financial Year to assist with year end reporting
10. Monitor centres financial performance and check for any anomalies, e.g. work with office administrators to review centres monthly financial statements
11. Contribute and report to an annual management plan based on the Association strategic plan
12. Prepare and present the annual budget for Wellington Playcentre Association administration
13. Liaise between Association, Federation treasurer, centres and accountant, Auditors and Bank Manager
14. Attend National Treasurers' meeting
15. Be a cheque signatory for Wellington Playcentre Association
16. Authorise internet banking payments
17. Process online payments for employee's wages where necessary
18. Attend administration team meetings
19. Draft and review financial policies and procedures
20. Encourage emergent leadership, and prepare handover to incoming office holder, including by reviewing the job description annually

Sources of support

- Association's accountant
- Association Executive
- Federation Treasurer
- Office Administrator
- Administration Team Members
- WPA Auditors

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