



## NEW ZEALAND PONY CLUBS ASSOCIATION INC.

### JOB DESCRIPTION

<b>TITLE:</b>	NZPCA Treasurer
<b>CRITERIA:</b>	Have knowledge of accounting procedure
<b>APPOINTMENT:</b>	Annually in June by the Committee of Management
<b>TERM OF APPOINTMENT:</b>	One year
<b>REMUNERATION:</b>	Reimbursement of expenses as covered in the COM Financial Management Policy
<b>PURPOSE:</b>	To carry out the Financial Management of NZPCA according to the Financial Management Policy (PP4.11)
<b>KEY TASKS:</b>	<ol style="list-style-type: none"><li>1. To ensure that expenditure has been expended in accordance with the annual management plan.</li><li>2. To approve the payment of creditors in conjunction with the Executive Officer.</li><li>3. To monitor monthly expenditure against the annual budget in conjunction with the Chairperson of Finance and the Executive Officer.</li><li>4. To account for all monies received and expended on account of the Association.</li><li>5. To update the five year financial plan to assist with the financial planning for the years ahead. Information to be provided by the respective Committee Chairpersons.</li><li>6. To present the Finance Committee Report at each COM meeting.</li><li>7. To assist the Executive Officer in the preparation of the annual accounts.</li><li>8. To present the audited Financial Statements to the NZPCA AGM.</li></ol>
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Please refer to <http://www.nzpca.org/resources> for any updates or new developments.