



5 Sqn Parent Support Committee

C/- North Shore Aero Club,
300 Postman Road,
Dairy Flat, Auckland 0794
<http://www.5squadron.org.nz/>

Job Description: Treasurer

Position Overview:

The Treasurer of the Air Cadet Parent Committee is responsible for managing the committee's finances, utilizing accounting software, overseeing bank account operations, and ensuring proper management of insurance policies. The Treasurer plays a critical role in maintaining accurate financial records, monitoring budget allocations, and providing financial reports to support the committee's objectives.

Key Responsibilities:

Financial Record Keeping and Reporting:

- Utilize accounting software, such as Xero, to record all financial transactions accurately and systematically.
- Regularly update the financial records to reflect income from fundraising activities, donations, and grants.
- Maintain detailed records of expenses related to committee events, equipment procurement, and administrative costs.
- Generate financial reports, including income statements and balance sheets, for committee review and decision-making.

Budget Management:

- Work closely with the committee members to develop budgets for various events, projects, and initiatives.
- Monitor budget allocations and expenditures to ensure adherence to financial plans.
- Provide insights and recommendations on budget adjustments based on actual financial performance.

Bank Account Management:

- Oversee the committee's bank accounts, including reconciling transactions and monitoring balances.
- Initiate transfers, deposits, and withdrawals as necessary to support committee operations.

- Coordinate with the committee chair and secretary for any required documentation related to banking activities.

Grant Application Support:

- Collaborate with committee members to compile accurate financial information for grant applications.
- Provide financial statements and budget breakdowns required for grant proposals.
- Assist in tracking grant disbursements and ensuring they are appropriately allocated and reported.

Insurance Policies:

- Manage the committee's insurance policies, including reviewing coverage and renewals.
- Ensure that insurance policies are up-to-date and adequately cover committee activities and events.
- Coordinate with insurance providers to address any inquiries or claims as needed.

Financial Oversight:

- Collaborate with the chairman and other committee members to ensure transparent and responsible financial management.
- Provide financial insights to assist in decision-making regarding fundraising strategies and budget priorities.
- Support the committee's commitment to accountability and stewardship of funds raised for the cadet unit.

Qualifications:

- Strong organizational and time management skills.
- Proficiency in using accounting software, particularly Xero.
- Experience in financial record-keeping, budget management, and financial reporting.
- Attention to detail and accuracy in managing financial transactions.
- Familiarity with bank account operations and financial documentation.
- Effective communication skills and ability to collaborate with other committee members.
- Understanding of insurance policies and basic risk management concepts is a plus.