

## Dressage New Zealand

### **POSITION DESCRIPTION: FINANCE OFFICER**

### **BOARD MEMBER: Appointed**

**APPOINTED BY: Dressage NZ Appointment Panel in accordance with the Appointment Panel TOR and ESNZ By-law 17 v2105**

### **STATUS: Volunteer**

### **TENURE: Three Years**

### **REPORTS TO: Dressage NZ Board & ESNZ**

### **KEY RELATIONSHIPS:**

- Dressage NZ Board
  - Dressage NZ sub-committees
  - ESNZ Finance Department
  - Dressage NZ Sport Manager
  - Event OCs
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### **OVERALL OBJECTIVES**

To contribute as a Board member to the Dressage NZ Board meetings in a governance role

To ensure the correct and timely recording and reporting of the Financial Position of Dressage NZ.

### **DUTIES AND RESPONSIBILITIES**

#### **Debtors Ledger**

- i. Record invoices made out by Sport Manager
- ii. Charge out Sponsorship invoices, etc
- iii. Banking and processing of debtor payments
- iv. Sending out Debtors Statements

#### **Creditors Ledger**

- i. Collect, reconcile and pay creditors invoices
- ii. Record in Creditors Ledger

#### **General Ledger**

- i. Maintain General Ledger
- ii. Bank Reconciliation
- iii. Produce monthly and Year End reports for DNZ Board & ESNZ



**IRD**

- i. Monthly PAYE
- ii. 2 monthly GST

**Funding Grants**

Collect & copy invoices & bank statements for Funding Grant reconciliations

**Budget**

Produce Annual Budget – in conjunction with other Board members

**Annual Accounts**

Produce annual accounts to be forwarded to ESNZ accountant and auditors

\*\* Note: Financial data is recorded using MoneyWorks Accounting system, currently DNZ has an independent package, monthly data is then rekeyed to ESNZ MoneyWorks datacentre.

**Training & Development Levies**

Record Training & Development returns for analysis of participation trends

**Dressage NZ Events**

Manage entry fee income in conjunction with Dressage NZ Event Manager, Sport Manager or Event Secretary as required for

- National Dressage Championships
- U25 Dressage Championships
- FEI World Dressage Challenge
- Other events or projects as required

**Meeting Attendance**

- DNZ Board Meetings (5 x 1 day per year)
- DNZ Conference (2 days)
- DNZ Committee Meetings (1.5 days)
- DNZ Performance Committee Meetings (if and as required regarding financial aspects)

**EXPENSES****Travel, Mileage & Accommodation**

- As required for meetings
- 70c per km
- Any air travel to be booked by Sport Manager