

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 v2108

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 for Dressage Board and ESNZ Board approval.

Annual Accounts

Produce annual accounts in conjunction with ESNZ Finance Officer accountant and auditors

** Note: Financial data is recorded using ESNZ MoneyWorks Accounting system.

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