



Treasurer / Trustee for Charitable Trust

Job details

Organisation

Mums4Mums Charitable Trust

Closes

16 November 2022

Posted on

28 August 2022

Region

Bay of Plenty

Work type

Volunteer

Work classification

Management & Admin, Community Services, Mental Health

Position Type: Volunteer position

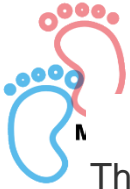
Term: 2 years, renewable annually thereafter

Location: Tauranga, Bay of Plenty

Time commitment: Approximately 5-8 hours per month in addition to attendance at ten board meetings annually; sign-off of monthly financial expenditure; occasional ad hoc financial queries

Based in central Tauranga since 2020, Mums4Mums Charitable Trust is a non-profit organization providing practical, emotional and social respite for mums and new-borns in the community. An important mental health initiative supporting clients referred from Tauranga Hospital, Plunket, local midwives, counsellors and accepts community referrals. We are expanding our organization within the Bay of Plenty to include Katikati, Waihi Beach, Te Puke, Whakatane and Rotorua including their surrounding areas.

Governed by a board of Trustees, we are looking for a financially trained candidate with an interest in the area of maternal mental health to join the board as Treasurer.



The Mums4Mums Charitable Trust board is responsible for the stewardship and future wellbeing of the organisation. Trustees should exercise leadership, enterprise, integrity, and commitment. They should follow established tikanga and protocols and maintain best practice principles to preserve trust, transparency, and to assure the Trust's continuing and lasting posterity.

Because the board is ultimately accountable for the financial wellbeing of the organisation, Trustees are required to pay close attention to the financial condition of the organisation. The Treasurer plays an integral role in overseeing the organisation's finances, working alongside the Chair and CEO to review and advise on budget management and reporting requirements.

The board is seeking a Chartered Accountant or Certified Management Accountant with at least two years professional experience and a working knowledge of accounting software Xero. Experience with fundraising and public sector financial compliance would be a benefit. A candidate who is based in Tauranga is preferred or be willing to join the meetings via Zoom.

We encourage candidates with or without prior board experience to apply, as board induction and training will be provided for the successful candidate. Pastoral support is also provided by a seasoned board of trustees and via SocialLink.

Key Duties & Responsibilities

- Ensure good fiscal management and planning, decision-making within budgets, and oversight of finances at a governance level as well as general involvement in board decisions
- Review and advise on financial reporting to major funders TECT, BayTrust, COGS, Acorn, Tauranga City Council, Western Bay of Plenty Council, etc, as well as the Charities Commission
- Review and advise on major financial work undertaken by the Chair and CEO including preparation of the annual budget, annual accounts, and GST Returns
- Ensure that the appropriate financial statements are reviewed, understood, and signed off at bi-monthly board meetings
- Visit the office to sign-off on expenditure prior to the 20th of each month
- Have the ability to sign-off on expenditure remotely, if required
- Provide occasional professional guidance for operational staff on financial matters



Mums4Mums •

- Prepare annual accounts with an external auditor and the CEO at a pre-agreed rate for delivery and manage board sign-off of annual accounts

Key Working Relationships

- Board Chairperson, Secretary, and other Trustees
- CEO
- External Auditor

Links & contact details:

www.mums4mums.org.nz

How to apply

Applications should include a CV and a short statement (2-3 paragraphs) outlining your interests and experience relevant to the role. Please email your application to Chair CJ Dafoe at cj.dafoe@mums4mums.org.nz with the job title in the subject line. If you have any questions about the position or application process, please contact CJ via email.

Applications close midnight Wednesday 16 November 2022.