

# Join Our Team!



## TREASURER

This is a key volunteer role in our charity organisation, helping to ensure our finances are well managed, transparent, and help us to deliver on our kaupapa of supporting healthy, connected communities.

### Responsibilities:

- Prepare and file GST returns accurately and on time
- Process payments to suppliers and services providers
- Issue donation invoices and Grant invoices
- Prepare and file year-end financial statements and tier 4 charity report
- Assist the chairperson and other committee members with financial advise to support decision-making
- Attend regular committee meetings

### About you!

- Reliable & community-minded
- Confident with numbers, organised, and willing to contribute a few hours each month

### About us!

Kai 4 Communities is a registered charity that aims to build healthy, vibrant and connected communities by providing events focussed on reducing food waste.

**You will be supported by the Chairperson and other committee members. Training can be provided if needed!**

### Interested?

Please email our Heamana (Chair):  
[brianna@briannaparkinson.co.nz](mailto:brianna@briannaparkinson.co.nz)



Kai 4 Communities