



Role Overview

Hand Therapy New Zealand (HTNZ) is seeking a financially capable and collaborative volunteer Director to join its Executive Committee as Treasurer. The Treasurer provides financial leadership and oversight, helps the Executive make well-informed decisions, and supports the organisation to remain financially sustainable, transparent and compliant. This is a hands-on governance role combining strategic advice with routine financial administration.

Position type:

Unpaid volunteer Director and member of the HTNZ Executive Committee, serving as Treasurer.

Primary Goal:

Maintain the financial health, integrity, and transparency of the organization.

Time Commitment:

Varies, typically a few hours per month plus attendance at monthly Executive meetings.

Key Responsibilities

Financial Oversight & Management

- Provide support to the Administrator who will handle HTNZ's day-to-day financial administration, including its bank accounts and Xero records, and ensure transactions are accurately recorded and reconciled.
- Monitor cash flow, financial performance, and adherence to the approved budget.
- Ensure proper financial records and internal controls are maintained to safeguard assets.

Budgeting & Strategic Planning

- Lead the annual budget creation process in collaboration with Executive members or staff.
- Advise the Executive on the financial implications of strategic plans, projects, and fundraising efforts.

Reporting & Governance

- Present clear, regular financial reports at Executive meetings.
- Prepare and present the annual financial statements at the Annual General Meeting (AGM).
- Liaise with external accountants or independent auditors for year-end reviews.



HAND THERAPY NEW ZEALAND

Ringaromi Aotearoa

Compliance

- Ensure compliance with governing laws, tax obligations, and funding body conditions.
- Maintain safe custody of vital legal, financial, and incorporation documents.

Qualifications & Requirements

- Sound working knowledge of bookkeeping, accounting or financial management, with confidence using or learning cloud-based accounting software such as Xero.
- High standard of personal integrity and ethics.
- Strong organizational skills and attention to detail.
- Ability to explain complex financial information in simple terms to non-financial Executive members.
- Prior nonprofit, governance, or financial experience is a strong advantage (though formal accounting certification is rarely required for small community groups).

