



New Zealand Miniature Horse Association Inc Treasurers Job Description

NZMHA Treasurers position will include the following –

The successful nominee must be able to set aside the time required to fulfil the Treasurers obligations - estimated at 8 hours a week until December and then upwards of 20 hours plus after that.

- Responsible for the Associations Financial Processes and Systems
- Have accounting knowledge
- Fully conversant with Accounting packages, Excel and Word. (NZMHA use Cash Manager)
- Conversant with PAYE and GST and able to complete these returns for NZMHA in timely manner
- Ability to prepare budgets and reporting to Council where required.
- Banking
- Monthly reconciliations
- Invoicing
- Prompt attention to payments
- Prepare and submit applications for Sponsorships (Charitable Trusts)
- Corporate Sponsorship
- Prepare annual accounts for Audit and AGM

Further information may be obtained by contacting the NZMHA President, Denise Wilson.