



24 September 2014

Treasurer Position

The Motueka Rudolf Steiner Trust (MRRST) is seeking to employ a part-time Treasurer for its charitable not-for-profit organisation. The organisation consists of a Primary School, the Kindergarten and two Playgroups offering independent education for currently about 100 children in total.

The successful candidate will:

- be methodical and very well-organised;
- be accurate with numbers and adept in financial matters;
- have an eye for detail;
- be self-directed and able to work collaboratively with a range of people and organisations;
- be able to relate to people from a variety of backgrounds;
- have excellent computer skills including spreadsheets, word-processing and financial software.

The objective of the Treasurer's role is to manage finances and all areas affected by finances:

- to best ensure the long-term security and sustainability of the Motueka Rudolf Steiner School; and
- to meet the purposes and obligations of the Motueka Rudolf Steiner Trust as a charitable, not-for-profit trust.

The role of Treasurer is varied and encompasses a range of responsibilities. The following are some of the core tasks:

Financial administration

- keep up-to-date records as well as an audit trail for all transactions;
- compare actual financial performance against predicted financial performance;
- security, handling and banking of cash and cheques;
- track family donations payments;
- overseeing compliance with financial regulations, for things such as GST, ACC levies and income tax, and government reporting.

Maintain financial policies and reporting

- compile monthly reports to the Trust;
- prepare financial statements for annual audit.

Effective Communication and Management

- debt collection;
- prepare, distribute and track financial commitment forms;
- negotiate family donations with parents and assist with forms (because Ministry of Education funding is low for the school, family donations make up the most of the school's income);
- grant applications;
- advice and assist the Trust and other staff members with financial matters;
- manage other staff members relating to finances.

The position is 0.5 full-time equivalent. The hours are flexible but the Treasurer needs to attend monthly Trust meetings in the evening as well as other meetings occasionally. Some work can be done from home.

The salary is \$17,500+, based on experience.

Starting date is flexible but no later than Term 1, 2015.

Please send your CV, together with a cover letter outlining how your skills and experiences meet the essential criteria to office@motueka.steiner.school.nz