

Finance and Sponsorship Officer

Volunteer position description



Title	Finance and Sponsorship Officer
Length of term	June 2021 – December 2022
Responsible to	Executive Director

About Commonwealth Youth New Zealand

Commonwealth Youth New Zealand (CYNZ) is a youth-led nonprofit that educates young New Zealanders about the Commonwealth and its values, and provides opportunities for young people to develop their leadership skills and act on issues they are passionate about.

Purpose of position

The Finance and Sponsorship Officer is responsible for CYNZ's day-to-day financial management as well as for the development and implementation of a sponsorship and financial sustainability plan. This role may interest an accounting or commerce student.

Responsibilities	Expected outcome
Produce and maintain a financial year operational budget for the organisation. Produce or oversee the production of budgets for individual events and programmes.	An accurate and up-to-date operational budget is maintained. Budgets for specific projects, programmes and events are developed and maintained satisfactorily.
Ensure all transactions from the CYNZ bank account are appropriately recorded. Ensure all invoices, receipts and other documents are retained and recorded appropriately. Ensure all payments have been received for event fees and subscriptions and appropriately accounted for.	Payments, transactions and invoices are managed promptly, efficiently, appropriately and according to relevant policy.
Approve EC member expense claims and action reimbursements as required.	Reimbursements to CYNZ members and volunteers are actioned promptly and according to relevant policy.
Prepare CYNZ's Annual Financial Statements.	CYNZ's Annual Financial Statements are prepared promptly and accurately.
Lead the development and implementation of a sponsorship and financial sustainability plan in consultation with the Board.	A sponsorship and financial sustainability plan is developed and implemented in collaboration with other personnel.
Ensure CYNZ acts in a financially responsible manner, as determined by the ED and/or Board, and according to all relevant policies and processes.	CYNZ adheres to its financial policies and processes and acts responsibly and transparently.