

Volunteer Treasurer

Wellington Multiple Sclerosis Society (WMS)

Location: Wellington / flexible

Time commitment: Approximately 10–15 hours per month

Reports to: WMS President and Committee

About Wellington MS Society

Wellington Multiple Sclerosis Society supports people living with multiple sclerosis (MS), their whānau and carers across the wider Wellington region. We provide support, information, education and advocacy to help people with MS live well and stay connected to their communities.

About the role

We are looking for a Treasurer to join our volunteer Committee and help ensure WMS remains financially healthy, sustainable and well governed.

You'll play an important role in helping the Committee understand the organisation's financial position and make informed decisions about how our resources are used to support people affected by MS.

What you'll do

You'll work alongside the President, Committee, staff and accountant to:

- Monitor WMS income, expenditure and bank accounts
- Review and report on monthly financial information to the Committee
- Prepare and monitor the annual budget
- Oversee financial policies and processes
- Authorise expenditure in line with WMS policies
- Work with the accountant on annual accounts and financial reporting
- Ensure financial records are accurate and well maintained
- Support the organisation to meet its financial and charitable reporting obligations
- Provide financial information to support funding applications
- Provide advice to the Committee on financial matters and sustainability

What you'll bring

You'll ideally have:

- An understanding of financial statements and basic financial management
- Good attention to detail and organisational skills
- Confidence using accounting software, preferably Xero
- The ability to work independently while being part of a small team
- Good communication skills and a practical, problem-solving approach
- A commitment to confidentiality and acting in the best interests of WMS

Previous experience as a Treasurer or with a community or charitable organisation would be helpful, but is not essential.

You might be a great fit if...

You enjoy using your financial skills to make a practical difference in the community. You're reliable, comfortable asking questions, and interested in helping a small community organisation make good decisions about its resources.

Support

You'll be supported by the WMS President, Committee, staff and accountant. You'll have access to the information and systems needed to carry out the role and will be introduced to WMS, its work and financial processes.

This is a volunteer governance role and would suit someone who can commit regularly to the role and attend Committee meetings as required.

Applications

To apply please send your CV and a covering email expressing your interest to debs@wellingtonms.org.nz or phone 022 043 0174.