

2020 NATIONAL FINANCE OFFICER APPLICATION PACK

The National Executive (NX) is a group of seven senior volunteers who are responsible for the day-to-day management of UN Youth New Zealand.

The Board of Directors is seeking applications for the role of National Finance Officer (NFO). The NFO's term begins immediately after appointment and finishes on 31st December 2020. It is recommended for prospective applicants to discuss the NFO's responsibilities with the 2020 National President, Mark Howard (mark.howard@unyouth.org.nz).

The NX oversees operations of the organisation across Aotearoa. The NX provides support and direction to all of UN Youth's international tours, national conferences and regions to achieve our mission of inspiring global citizens.

Being on the NX is a major commitment and should not be underestimated. The NX meets weekly and individual NX members will have specific responsibilities to manage throughout the year. At a minimum, NX members can expect to spend 10-15 hours per week performing tasks associated with their role. This will vary during different periods of the year. NX members are also expected to attend a majority of the national conferences along with National Council meetings.

SPECIFIC ROLE DESCRIPTION

The duties of the NFO are as follows:

- report to the Board of Directors regularly on UN Youth's financial position;
- draft and maintain UN Youth's national budget, and oversee the drafting and maintenance of all budgets in UN Youth;
- oversee and support the financial work of the Regional Treasurers, Coordinators and Directors of national and international events, including specific event financial performance reports;
- oversee financial record-keeping and maintain financial accounts;
- maintain UN Youth's bank accounts and credit card system;
- process all payments and reimbursements;
- ensure all Volunteers are informed of UN Youth's financial policies/ processes;
- ensure compliance with UN Youth's GST requirements; and
- liaise and cooperate with UN Youth's accountants and auditors in understanding the annual audit.

The overarching goal of the NFO is to ensure UN Youth is financially sustainable and spends money according to its internal policies and external obligations.

WHO SHOULD APPLY?

We encourage applications from people who demonstrate exceptional ability in the following areas:

- **Passion:** Someone with a genuine interest in youth development.
- **Commitment:** A member of the NX must be prepared to commit to the workload
- **Leadership:** Someone who thrives in a team environment, and able to provide effective leadership within their portfolio area.
- **Proactivity:** Being able to take the initiative and adapt quickly to different situations.
- **Communication:** The NX will be involved in liaising with a large number of stakeholders.
- **Organisational Skills:** Someone with the ability to manage complex tasks that vary based on specific expectations.
- **Teamwork:** Someone who is able to work effectively in a diverse team, in a high-pressured context.

Previous UN Youth experience as a volunteer, particularly as an Officeholder, is beneficial but not necessary to be considered for the role.

ELIGIBILITY

You must be:

- No longer enrolled at secondary school (at the time of applying);
- No older than 25 years old;
- New Zealand permanent resident or citizen, and reside within New Zealand;
- Available and able to fully commit to the role for the duration of the term which finishes on 31st December 2020.

TIKANGA MĀORI POLICY

Here at UN Youth, we believe it is important to incorporate Tikanga Māori principles into our operations as a way of cultivating a more equitable and inclusive environment for tangata whenua. We would encourage you to browse our Tikanga Policy before applying and considering how you might want to realise its principles should your application be successful: <https://unyouth.org.nz/about/tikanga-maori/>.

HOW TO APPLY

APPLICATION PROCESS

Applications must be submitted to nxappointments@unyouth.org.nz by the deadline.

Shortlisted applicants will undergo interviews conducted by the 2020 NX Selection Panel. The panel is comprised of the 2020 National President, the Chair of the Board and the Volunteers Representative - with the Chair of the Finance, Risk and Audit Committee as an alternate.

The interviews will take place in the two weeks after applications close. Applicants must be available for an interview during this period. The Board will then appoint the 2020 NFO from the pool of applicants.

Note that the Board reserves the right to reopen applications at its discretion. The final selection will be made by the Board on the recommendation of the Selection Panel. However, the Board may seek external advice if they believe that doing so would be in the best interests of the organisation.

REQUIREMENTS

- Cover letter of no more than 750 words in total answering the following questions:
 - Why do you think you are a good candidate for the National Executive? Please detail relevant skills and experiences you may have, especially any financial, leadership, team management, project management and previous UN Youth experience.
 - What do you see as the value of UN Youth and what would you do to maximise this value?
 - What are the main challenges you think would arise in being on the National Executive and how would you overcome them?
 - Applicants are also invited to note the names of two current UN Youth volunteers who support their application, although this is not required.
- Curriculum vitae of no more than two pages;
- Completed police check consent form (only fill in pages 2 and 3 – click to download on the website); and
- Photo ID (for the purpose of the police check).

DEADLINE

- Applications are due on **7th February 2020 at 5:00pm.**
- Late applications will not be considered.

QUERIES

Questions about the role, application process or other queries can be directed to the 2020 National President, Mark Howard, (mark.howard@unyouth.org).