**JOB DESCRIPTION: ASSISTANT TREASURER, WELSH CHESS UNION**

**Title:** Assistant Treasurer

**Reporting to:** Finance Director

**Duties and responsibilities:**

* To prepare accounting entries (into WCU online accounting system) in respect of chess tournaments or activities organised by the Home and Junior Directors.
* To reconcile online bank account maintained by Home Director.
* To assist the Home Director with the reconciliation of cash receipts and payments, and to prepare appropriate accounting journals, entering them into the online accounting system. (Training will be given if required).

**Qualities / experience:**

* A basic knowledge of spreadsheets (mainly Excel).
* Access to a pc or mac computer running Excel or compatible program.
* Accounting knowledge and skills are not essential. The ability to reconcile a bank account is useful, but is semi-automated in the WCU accounting system. Training will be given if needed.

**Optional / future duties:**

* To maintain links with WCU direct members, sending subscription reminders and monitoring receipts.
* Liaising with Registration Secretary, providing data for update of membership database.

Paul Scott

18 June 2018