**JOB DESCRIPTION: FINANCE DIRECTOR, WELSH CHESS UNION**

**Title:** Finance Director

**Reporting to:** Executive Director, Management Board

**Appointed by:** Annual General Meeting.

**Duties and responsibilities:**

* To maintain the accounting records of the WCU to an acceptable standard and in compliance with recognised accounting standards and current legislation.
* To prepare annual financial statements of the WCU, submitting these to the elected auditor for inspection, then presenting those accounts to the members at the AGM.
* To attend and advise at meetings of the Management Board on the financial position of the WCU and to provide periodic updates in the form of management accounts.
* To prepare annual budgets for each WCU committee and to monitor performance against those budgets, attending committee meetings where appropriate.
* To control the WCU bank accounts and make payments where necessary. (NB. Responsibility for running the accounts for Home and Junior tournaments may be delegated to the Director of Home Chess, but remains under the control of the FD).
* With other MB officers, to prepare and submit claims for government and other financial assistance.
* To control and maintain the integrity of all financial aspects of the WCU affairs, including the purchase of foreign currency whilst managing the risk of exposure to currency fluctuation.
* To agree with appropriate committees / directors the financial requirements of international and home activities, at all time seeking to avoid risk to the WCU.
* Liaising with the Registration Secretary and Zones to ensure the efficient collection of membership fees and registration of members. The FD will also recommend changes in the level of membership subscription to the AGM.
* In consultation with the WCU insurance broker and the Home Director, to arrange the insurance cover of the WCU and its members.

**Qualities / experience:**

* A sound knowledge of UK accounting law and practices, and general commercial law
* Good experience of accounting, ideally in a commercial or government organisation, including basic accounting, budgetting and financial reporting principles
* A knowledge of UK banking procures and ideally of internet banking and foreign currency transactions.