



Job title	<i>WSC Galley Accounts Clerk</i>
Reports to	<i>WSC Flag Officer</i>

Job purpose

Providing and administering an effective accounting system for the Galley operation.

Duties and responsibilities

- Liaise with Galley Chefs on their cash float requirements and accounting.
- Maintain an effective accounting system for the Galley in agreement with the responsible Flag Officer and Club Treasurer.
- Process Chef and Assistants' invoicing for approval to the responsible Flag Officer.
- Produce a monthly Executive Accounts Report to Flag Officers.

Qualifications, Skills, Experience and requirements

Include:

- Numerical skills for handling and accounting for money.
- Some ICT skills – email and knowledge of Excel are essential.

Working conditions

The Galley (kitchen) has commercial standard equipment. Currently there are two contracted Chefs who use either paid assistants or Duty Club Members to assist in their duties.

Physical requirements

None

Direct reports

This Role reports directly to the Flag Officer responsible for Galley operations.

Approved by:	
Date approved:	
Reviewed:	