



Glamorgan Family History Society

Cymdeithas Hanes Teuluol Morgannwg

JOB SPECIFICATION – ASSET REGISTER COORDINATOR

RESPONSIBLE TO: Treasurer, Chairman and Executive Committee

- The Society needs to maintain a list of all the assets owned by the Society and their location.
- The assets are mainly held at the Aberkenfig Resource Centre, at Branches and by individuals undertaking Society roles.
- The person undertaking this role will be part of the Finance Team.

Main Duties and Responsibilities:

To prepare and maintain the Asset Register as follows:

1. Maintain the list of assets owned by the Society;
2. Add details of new assets purchased: name, type, serial number etc to the list of assets;
3. Delete details of assets disposed of by the Society;
4. Liaise with asset holders to identify location of assets;
5. Produce an Annual Statement of assets held by the Society and their location as part of the Financial Reporting.

Appropriate skills:

1. Ability to use an Excel spreadsheet to maintain Asset Register.
2. Ability to use email to communicate with Asset holders.

Desirable:

3. Ability to travel to the Aberkenfig Resource Centre.