



SALISBURY DIOCESAN BOARD OF FINANCE

Job Description and Person Specification

JOB TITLE:	Donations Administrator
TEAM:	Finance team
DURATION	Permanent, 7 working hours per week, office-based
LINE MANAGER:	Head of Finance
RESPONSIBLE FOR:	Not Applicable

JOB PURPOSE

Responsible for ensuring that those donating to [Salisbury Sudans Partnership](#) are appropriately thanked and that donations are accurately recorded and accounted.

DUTIES AND RESPONSIBILITIES

Donations and Database Administration

- Ensure donations are properly acknowledged and donors are sensitively thanked for their contributions. Communicate with donors in a warm and professional manner.
- Ensure that all donations are accurately recorded in the financial system and the correct coding is applied for reporting and Gift Aid purposes.
- Ensure personal data held for the purposes of processing payments is treated securely and appropriately to comply with GDPR.

Donations Reconciliation

- Reconcile donations to income received per the bank statements and other applications, e.g. Give-A-Little and Parish Giving Scheme.
- Maximise the reclaim of Gift Aid by preparing the timely submission of claims in line with HMRC requirements and keep appropriate records.
- Identify and implement opportunities to improve processes where possible to ensure donations are managed correctly and as efficiently as possible.

Correspondence management and liaison



- Liaise with relevant churches (or other events coordinators) where a Sudans Partnership collection is due to take place and ensure the local treasurer (or events coordinator) is clear about the process, has the necessary information and provides the collection moneys and associated documentation as soon as is practicable.
- Assisting in the collection, counting and banking of cash from donations.
- Attend the Sudan Committee meetings, which usually holds quarterly, and action assigned tasks arising from the meeting.
- Liaise with the Chairs and when necessary committee members of the Salisbury-Sudans Partnership and the Sudans Medical Link (SML).
- Liaise with the Givings Team or other teams within the DBF on projects or assignments of mutual benefits across the teams.
- Liaise with the Parish Services Team to receive and address correspondence received on behalf of the Salisbury-Sudans Partnership Link.

This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.

ADDITIONAL INFORMATION

The role requires a high level of confidentiality and will involve dealing with sensitive data which at times has the potential of having an emotive impact on the reader.

The post holder must always undertake activities in accordance with legislative and regulatory requirements.

The post holder must always carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.

In addition, the post-holder will need to occasionally be able to travel within the diocese and be available to attend events outside normal working hours on a "time off in lieu" basis.



Person Specification

Attributes	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Good standard of English and Math's such as educations to GCSE level or equivalent. • Proficiency in the use of Microsoft Office suite, particularly Excel, Word, Outlook and Teams. 	<ul style="list-style-type: none"> • Basic knowledge of accounting principles, software and systems.
Experience	<ul style="list-style-type: none"> • Experience of working as an Administrator in a busy team. • Experience dealing with and relating to different stakeholder groups both in-person and remotely. • Experience capturing data from different input source and standardising the data into one system. • Good organisational skills and ability to manage multiple tasks and deadlines. • Ability to work independently and as part of a team. 	<ul style="list-style-type: none"> • Experience working within a not-for-profit organisation. • Experience reporting the financial activities of a Grant or Fund for a not-for-profit organisation. • Experience in using bespoke data bases.
Competencies & Behavioural requirements	<ul style="list-style-type: none"> • Good communication skills capable of relating well to a wide range of people with varying expectations, whilst applying tact and discretion. • Strong numerical skills and attention to detail. • Integrity and commitment to the values and mission of diocese. • A proactive and positive approach to problem-solving. • Ability to work under pressure and meet deadlines. • Ability to maintain confidentiality and handle sensitive information appropriately and within GDPR. 	<ul style="list-style-type: none"> • Report writing and analytical skills

Employee Name:

Line Manager Name: Olivia Otieno

Signature:

Signature: