



Diocesan Finance Office The Diocese of Arundel and Brighton

Role Description

Job title: Gift Aid Co-ordinator
Location: Hove
Hours: Full-time 35 hrs per week
Reports to: Financial Controller

Background

The prime responsibility of the Diocesan Finance Office is to support our parishes in the smooth functioning of all financial matters. This includes managing transactions with and for parishes, supporting their access to banking and credit cards and providing systems and guidance for financial reporting and claiming Gift Aid. Parishes approach us for advice and support on a wide range of activities relating to fundraising, Gift Aid, the payment of staff, pension scheme rules, handling charitable collections and administering restricted funds. The aim and mission of our team is to provide the highest possible quality of support to parishes, and to the priests and volunteers that serve them. We want the administrative burden of finance and compliance to be as light as possible so that time and energy is spared for the important work of prayer, formation and the mission to bring the good news of Jesus Christ to our brothers and sisters. We also provide a support function to other Diocesan central departments, assisting with financial transactions and with budgeting and financial monitoring. We are responsible for producing statutory accounts, and supporting the audit process for these.

Purpose

The Gift Aid function is an important role within the Diocesan finance team. The purpose of this role is to undertake the bulk of the day to day responsibility for claiming Gift Aid for the Diocese and a smaller related charity The Friends of Arundel Cathedral. The value of the Gift Aid claimed annually from HMRC is in excess of £1 million. Gift Aid is organised locally in parishes by volunteers, and it is a key responsibility of this role to ensure that these individuals are trained and encouraged to perform this service. The key software used within the Diocese is being updated and replaced by a cloud-based version. Training and communication will therefore be of primary importance as a new way of working is promoted to users across the Diocese. It is essential that the post holder has the ability and communication skills to build strong working relationships at all levels across the organisation. The role will report to the Financial Controller.



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Key responsibilities

- Maintain and promote the Gift Aid manual, ensuring that it is used as to train and support best practice by parish Gift Aid organisers
- Maintain user access to the GiftWise database, processing new users and issuing passwords
- Maintain communications and contact details of all members of the Gift Aid community within the parishes
- Take the lead on maintaining the ongoing relationship with the GiftWise software provider Carn
- Liaise with the Bishop's House IT provider to resolve any user connectivity problems
- Manage the monthly claim process, including working with the Finance Officer to ensure the accuracy of funds passed back to parishes
- Ensure the correct analysis is undertaken to apply Gift Aid to restricted funds within the Diocese
- Organise an annual Gift Aid seminar as part of the Parish Volunteers day in Arundel. This also serves as an AGM for the scheme
- Organise central ordering of Gift Aid envelopes for parishes, and liaise with the Finance Officer to arrange the parish recharge for this
- Work with Gift Aid volunteers and Financial Controller to continue and develop the system of self-auditing for Gift Aid
- Access updates and training as required to ensure that our guidance is technically up to date with all HMRC changes reflected
- Ensure that an efficient filing and data storage system is maintained
- Awareness of Diocesan data protection guidance and commitment to comply with this

Person specification

- Good communication skills, with the ability to provide instruction, guidance and advice to other staff and volunteers
- Numeracy and attention to detail
- Ability to self-motivate and undertake a wide variety of tasks
- Able to meet deadlines and identify and resolve problems
- Collaborative approach to working, willingness to support other Finance team members
- Sympathetic to the aims of the Roman Catholic church essential