

**Role description for the Gift Aid administrator**

**Role:** To carry out the accounting activities relating to gift aid donations

**This role description must be read in conjunction with any guidelines and rulings issued by the Church of England.**

**Role Requirements:**

**To be:**

- To be a person of integrity, called by God and approved by All Saints Church, who serves in a gracious, Christ-like manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God.
- To be numerate and computer literate and have financial competence and accuracy, but need not be a qualified accountant.
- To respect the confidential nature of the information held.

**Key Roles and Responsibilities:**

- Ensure that gift aid contributions are recorded accurately with a clear audit trail and to submit claims to HMRC annually.
- To send each donor an annual itemised statement giving a summary of all donations made during the previous tax year, if requested.
- To keep accurate records and documentation of all gifts in accordance with government regulations (Gift Aid, Charities Commission Regulations and Church of England requirements).
- To receive gifts confidentially and to note any restrictions on the use of the gift.
- Maintain list of pledged giving standing orders for Gift Aid recovery
- To provide general financial information to the treasurer and PCC as required.
- Read and adhere to the church's Safeguarding Policy and to adhere to all other policies of the church

**Reports to:** The Incumbent and PCC

**Agreement:** I agree to being the gift aid administrator at All Saints Church and liase with the PCC Treasurer. I agree to comply with all aspects of the Safeguarding Policy and all other church policies.

Name (print and sign): \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date: \_\_\_\_\_