



Scripture Union

JOB PROFILE: Gifts Administrator

Mission Area	Team
Finance and Services	Finance and Gifts
Position of Job in Organisation	
The Gifts Administrator will report to the Financial Controller.	
About Scripture Union in England and Wales	
Scripture Union is a national mission-movement, the aims of which are to create opportunities for children and young people to explore the Bible, respond to Jesus and grow in faith. Our priority is to reach those who don't yet know Jesus. In all its work, Scripture Union aims to care for children and young people, share God's good news, and offer choices and opportunities, whilst being credible, relevant, and inspiring.	
Vision of SU in England and Wales	
Our vision is to see a new generation of children and young people have a vibrant, personal faith in Jesus.	
Purpose of the team	
To provide an effective financial planning, management, and advisory service, enabling the Movement to make best use of its financial resources and comply with statutory requirements.	
Purpose of the job	
To support the provision of an efficient and effective finance function, by undertaking gift income and related processes and assisting with the day-to-day activities of the Finance team, while operating under minimal supervision.	
Safeguarding	
All Scripture Union staff take responsibility for protecting children and young people from all forms of abuse and for reporting any disclosures of abuse in addition to suspicions or concerns, in line with Scripture Union's safeguarding policies.	
Dimensions and quantities	
The most important dimensions and quantities for this job are: <ul style="list-style-type: none">• Scripture Union's total annual income is in the region of £4.5 million, including gift income, holidays and missions income, resource sales and legacies.• Scripture Union receives in the region of £3m in gift income to be processed.• Scripture Union receives over 10,000 donations a year by post.• Scripture Union has between 70 and 80 members of staff.	
Key accountabilities	
The key accountabilities for this job are: <ul style="list-style-type: none">• Process supporter donations, of varying types received through various methods, ensuring accuracy of data is maintained at all times and supporters are thanked in a timely fashion.• Participate in post opening and cash handling processes and produce month end figures and reports to be used in the movement accounts.	



Scripture Union

- Maintain donation administration systems and processes and ensure all relevant policies and procedures are followed and kept up-to-date.
- Prepare HMRC Gift Aid claims and prepare Direct Debit polling.
- Promptly and appropriately respond to queries from other areas of the Movement and external contacts providing a high and professional standard of customer service.
- Assist in the processing of supplier invoices and staff and volunteer expense claims.
- Undertake other work and projects as required by the Financial Controller and Director of Finance and Services.

In common with all members of staff:

- Further the aims and objectives of Scripture Union, working in accordance with its ethos.
- Be part of the prayer life and fellowship of Scripture Union, including staff prayers, days of prayer and worship, and staff conferences, which combine prayer, worship, and strategy.
- Undertake personal development through study and reflection, work reviews and in-service training

Educational and / or training qualifications and certificates

The person appointed will have:

- A GCSE/O level standard in English and Mathematics, or equivalent experience will be considered.

Person specification

The person appointed will:

- Have experience of working confidentially with sensitive information.
- Have a good understanding of the principles of customer relationship management.
- Have good interpersonal skills and confidence to communicate with people of varying backgrounds and levels.
- Demonstrate attention to detail.
- Be able to manage multiple demands and work to tight deadlines.
- Be capable of taking the initiative in organising and administering processes methodically without direct supervision.

In common with all members of staff:

- Be a committed Christian in sympathy with the aims and ethos of Scripture Union who has an active involvement in the mission of a local church.
- Seek to have a sound biblical understanding that is applied in daily living and encouraged in the lives of others.

Necessary technical / functional skills

The person appointed will be:

- Competent in transactional processing and have a basic knowledge of financial principles.
- Able to demonstrate ability and experience in using Office 365 (Word, Excel, Teams etc.) and customer relationship database.



Scripture Union

Required behavioural competencies

Flexibility	Willing to adapt thinking and behaviour to suit the requirements of different situations, demonstrating a flexibility of approach for the good of the Movement. Able to see the value of an alternative view in different situations.
Self-development	Takes personal responsibility for own professional and spiritual growth. Alert and responsive to learning opportunities with a willingness to encounter new experiences and situations. Assesses own performance in a constant effort to develop.
Analytical Thinking	Analyses problems and identifies the key issues, which need action. Assesses a situation in a systematic way, identifying time sequences, setting priorities, and drawing logical conclusions from the data.
Relationship building	Works to identify, build and maintain long-term relationships with colleagues and contacts.
Concern for impact	Anticipates and responds to the needs of others in order to achieve the required outcome. Develops and modifies approach to reflect the feelings, views, and concerns of others in order to influence.
Concern for excellence	Drives consistently towards improvement and excellence in all aspects of work.
Results focus	Sets challenging yet realistic goals and objectives, focusing energy into striving to achieve them within agreed timescale.
Initiative	Anticipates situations, problems, or opportunities (before being asked) and takes appropriate action, actively finding ways forward.