



Glamorgan Family History Society

Cymdeithas Hanes Teuluol Morgannwg

JOB DESCRIPTION FOR THE POST OF GIFT AID ADMINISTRATOR

1. OVERVIEW

Responsible to the Treasurer and Executive Committee

Gift Aid Administrator is NOT an Executive Committee 'Trustee' role.

2. MAIN RESPONSIBILITIES

- Set up and review system and paperwork to enable members to Gift Aid their membership subscriptions/donations;
- Maintain records of the Society's members that agree to Gift Aid their membership fees/donations according to HMRC regulations;
- Update records and Society paperwork as required by HMRC regulations;
- Liaise with the Data Manager in order to produce (annual) Gift Aid Claim (one year in arrears);
- Upload the Gift Aid Claim to the HMRC website on an annual basis or more frequently if appropriate;
- Advise the Treasurer of the Gift Aid Claim amount(s) before the end of the financial year (31st August)

3. RELEVANT SKILLS AND EXPERIENCE

Ability to:

- Use spreadsheets to undertake calculations (Excel /Open Source spreadsheet);
- Search a database to extract relevant information (Gift Aid payments etc) (Access);
- Upload files to a website (HMRC).