

Christian Dental Fellowship Administrator and book-keeping role

This list is not exhaustive but includes the main administrator and bookkeeping duties required. Other tasks may be agreed in addition. We would expect the role to involve an average of 4-5 hours a week. Some weeks may be busier than others.

Administrator

Email communications

- Monitor mailbox
- Answer queries involving Council members as required
- GDPR, reviewed annually at Spring Council meeting
- Circulate requests/adverts

Memberships, subscriptions and mailings

- Membership lists: hold and keep up to date in Access
- Process new member applications incl Gift Aid requests
- Follow up new members after Conference
- Process new bank standing orders
- Subscription mailings, including mail merge, labels and distribution
- Three-in-One mailings/prayer calendar/Conference flyers. Various contents in February, May, August and November
- Maintain stock of envelopes, labels, stamps ready for mailings

Website

- Main point of contact for website editing, incl job adverts
- Liaise with web hosts, currently Ninefootone
- Edit web pages as required, for example MPs, Council members pages, Conference
- Upload Three-in-One, Prayer Diary etc

Prayer calendar

- Edit with Prayer Secretary
- Create calendar in Publisher
- Send PDF to printers
- Upload daily prayers to website

CDF Council Meetings/AGM

- Liaise with Secretary
- Reminders to Council members for reports
- Provide admin report for the meetings
- Circulate AGM agenda with August mailing
- Ensure all AGM papers are prepared ahead of AGM
- Attend Council meetings

CDF Conference, working with Conference Secretary

- Send out Conference flyers with mailings in May and August. Email Conference flyers in September
- Conference bookings and payments up to date incl any supplements
- Process payments
- Upload programme to website

- Assist with any other printing required
- Prepare arrival packs for delegates and families, including badges, labels, delegates list, evaluation forms, children's consent forms
- CPD flyers with aims and objectives, QA. Prepare template certificates ready for circulation after Conference
- AGM papers, agendas etc to be ready for screening, currently SongPro
- Meet and greet delegates if required
- Take supply of stationery to Conference, membership forms, spare copies of Three-in-One etc

Other

- Other administrative tasks as required

Book keeping

Banking/bank statements

- Work with CDF Treasurer and Accountant
- Download monthly bank statements
- Post all entries to CAF spreadsheet, income /expenditure to access database
- Balance sheets and statements, subs, giving etc
- At end of year send to accountant for the Annual Accounts
- Answer accounts queries

Gift Aid

- Using Access database upload relevant transactions to GAM (Gift Aid Management software created by Orchard software)
- From GAM upload to HMRC, quarterly
- Have supply of Gift Aid envelopes for Conference

Other

- Other book keeping tasks as required