

Society for the Protection of Unborn Children

Position: Income Supervisor

Location: Unit B
3 Whitacre Mews
Stannary Street
LONDON SE11 4AB

Full time position: Working Hours: 9am – 5.30pm (37½ hours)
Holidays: 25 days

Line Manager: IT Manager

Responsibilities: Ensuring accurate and prompt updating of the membership/supporter database records in liaison with IT and Accounts managers.

Staff: The post holder will manage a small number of staff.

Job Tasks:

1. To assist in the development & training of volunteer support for the IT Department.
2. To maintain the database for fundraising, with the assistance of data entry staff and to supervise their work.
3. To provide Finance with lists of cheques and postal orders received for daily banking, prepared in Raisers Edge.
4. To prepare daily income reports, reconcile income against batches input and ensure paper work is filed at the end of the day.
5. To ensure the accurate recording of membership records for new members, donors, volunteers and all other categories of supporters.
6. To record changes reported in respect of existing supporters information, for example addresses and their requirements for information.
7. To ensure the accurate recording of the purpose for which money has been donated against each donor, for example, membership subscriptions, appeals, merchandise, Pro-Life Times or other nominated purpose and to issue acknowledgements/receipts in accordance with the Society's rules.
8. To maintain cumulative records of money received and entered on the database and to liaise regularly (at least monthly), with Finance department to agree and ensure that totals from the database agree with monies banked.
9. To maintain with the help of data entry staff, supporting documents for all money received by date and ensure documents are filed and cross-referenced.

10. To assist the IT Manager with the maintenance of the software and hardware for the database and deputise for aspects of basic maintenance as delegated.
11. To provide the necessary support to Fundraising and management for providing labels of names and addresses, for 'appeal letters', 'news letters' etc from sections of the database, working in conjunction with the IT and other managers.
12. To assist the IT manager, support the IT needs of staff at HQ and Regional offices.
13. To manage the Standing Orders and automation of recording money received on the members' database, to apply BACS (bankers' rules) and liaise with donors by correspondence and manage filing of records.
14. To assist in the gradual transition to Direct debits, as required by SPUC, by applying banking rules and managing correspondence with donors.
15. To deal with enquiries from staff, supporters, members of the public etc
16. To carry out other duties as required.