



# TYNDALE HOUSE CAMBRIDGE

*Biblical Scholarship for the World Church*

## Job Description

**Job Title:** Administrative Assistant (Donations & Subscriptions)

**Responsible to:** Finance Administrator

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**Overall Purpose:** To ensure all gifts and donations are processed and acknowledged in a timely manner; to ensure that all subscriptions are up to date and that income for the Tyndale Bulletin, Tyndale Fellowship, Tyndale House Associates and KLICE is recorded accurately; to provide support to the finance team.

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## Principal Responsibilities

### 1. Donations

- 1.1. Process gifts and donation payments
- 1.2. Enter donation details onto the database
- 1.3. Ensure all gifts are acknowledged and receipts sent to donors
- 1.4. Create 'thank you' letters for small donations
- 1.5. Produce annual receipts for regular donors
- 1.6. Ensure gift aid forms are completed wherever possible
- 1.7. Assist with the preparation of gift aid claims

### 2. Subscriptions:

- 2.1. Maintain accurate database of subscription details for individual members, institutions and members of learned societies
- 2.2. Produce and distribute invoices/subscription renewal forms
- 2.3. Receive subscriptions, process payments, update membership records
- 2.4. Process membership applications and take up references
- 2.5. Handle subscription enquiries, sending out relevant information
- 2.6. Liaise with subscription agents re multiple and discounted subscriptions
- 2.7. Liaise with Communications Officer in relation to entitlements to receive Tyndale Bulletin, Ethics in Brief, KLICE electronic newsletter and other communications

### **3. Other Duties**

- 3.1 Provide basic cover for absence of Finance Administrator and other absent staff as necessary, particularly welcoming visitors
- 3.2 Process expenses for KLICE events
- 3.3 Receive cash payments for laundry tokens, photocopying cards, scanning, second hand books, etc. and update petty cash records
- 3.4 Process credit card payments
- 3.5 General office duties such as: processing email and mail, answering phone calls, filing and safe disposal of confidential documents, photocopying, sending mailings etc.
- 3.6 Able and willing to participate in the wider working life of Tyndale House, including prayer times and social occasions with residents and Readers
- 3.7 Other duties that ensure the smooth running of Tyndale House, as agreed with your line manager

### **4. Key Skills and Experience**

- 4.1. Good standard of Maths and excellent command of the English language, both written and spoken
- 4.2. Strong attention to detail and able to produce work with a high level of accuracy
- 4.3. Excellent ICT skills particularly Microsoft Word and Excel, experience of, or willingness to learn, databases (Filemaker Pro), CRM software, and QuickBooks
- 4.4. Good organisational and workload management skills specifically with the ability to prioritise own work and reprioritise when working to deadlines
- 4.5. Able to work in an office environment that often demands high levels of concentration, while coping with frequent interruptions
- 4.6. Integrity and understanding of care needed with sensitive information
- 4.7. Willing and confident to ask questions to ensure a good understanding of tasks
- 4.8. Able to manage a high volume workload
- 4.9. Able to work as part of a team, be flexible and have a positive 'can do' attitude
- 4.10. Able to embrace the ethos and Christian mission of Tyndale House