**Purpose of role:**

To maintain records of Gift Aid declarations and donations, and ensure that Gift Aid claims are submitted at least annually. Reports to and works closely with the PCC Treasurer.

The post-holder need not be a member of the PCC. As a minimum they could provide an annual report to the PCC, highlighting achievements over the past year, and proposed actions for the coming year, but this may not be necessary if task undertaken by Treasurer.

**This role may be combined with other roles. Overall responsibility for finances lies with the PCC.**

**Responsibilities:**

**General**

* Take your own journey with God seriously.
* Take responsibility for your own health and safety.
* Comply with Diocesan safeguarding policy.
* Comply with General Data Protection Regulations.
* Undertake any training as required.

**Specific**

* Encourage taxpayers to give tax-efficiently through Gift Aid, using the Parish Giving Scheme (PGS), or a Gift Aid Declaration for other planned giving.
* Administer the Gift Aid scheme including making sure Declarations are made correctly and accurate records kept of gifts given.
* Administer Gift Aid envelope schemes and regular Gift Aid giving through PGS and bank standing orders.
* Submit Gift Aid claims periodically to HMRC for envelope and Standing Order giving and Gift Aid Small Donations Scheme (GASDS) for small cash donations.
* Able to maintain absolute confidentiality about people’s donations.
* Sensitively follow up those who default on their pledges.
* Thank people for their contributions at least annually.
* Provide progress reports and analyses to the PCC.
* Help people to give one-off gifts (e.g. donations in memory, shares).
* Help local residents and casual visitors to give tax effectively (e.g. PGS, Friends, Gift Aid envelopes, Online and Contactless donation facilities).
* Work closely with the Treasurer and others to record giving.
* Share good ideas and best practice with other local churches.
* Keep up to date with changes in Gift Aid regulations etc.

**Commitment required:**

The role of a Gift Aid Secretary is an important one and you should not feel alone! You should be able to count on the support of your PCC and Incumbent, and there are other sources of help too. The Gift Aid section on www.parishresources.org.uk should tell you much of what you need to know in order to administer a Gift Aid scheme properly. Liverpool Diocese offer the Parish Giving Scheme that claims Gift Aid automatically. The Diocese can also help parishes claim any remaining Gift Aid and (Gift Aid Small Donations Scheme) GASDS.

The Gift Aid Secretary will be appointed annually at the first PCC meeting after the Annual Meeting; ideally they would stay in post for a minimum of three consecutive years. However, the post holder should always feel free to talk to the PCC Chair at any point to discuss continuing in the role, or seeking a more suitable alternative for current circumstances.

This role is voluntary. Whether a member of the PCC or not, the Gift Aid Secretary must sign a “fit and proper persons” declaration.