



Job Description

Job profile	
Job title	Alpha Giving Administrator
Department	Core Operations – Finance
Reports to	Alpha Giving Manager
Location	Johannesburg or Cape Town, South Africa
Travel required	None-minimal
Work pattern / hours	Full Time (Monday-Friday, 09:00 am – 17:00 pm)
Date	June 2024
Type of contract	Permanent

Role context

The vision of Alpha is the re-evangelisation of the nations, revitalisation of the church and the transformation of society. Alpha South Africa, as a Christian organisation, shares the Alpha International vision, mission and goals through a partnership working agreement. Each member of our team plays a vital role in making our vision a reality. As a Christian organisation our faith is an integral part of our working culture.

Role purpose

The aim of this role is to support Alpha’s global gift administration processes. The role holder will work closely across Alpha’s global finance and fund development teams. This role will support with the administration of the end-to-end process for gifts received by cash, cheque, credit/debit card, standing order, direct debit, bank transfer and through 3rd party payment providers for Alpha.

- Key responsibilities**
- Administer the end-to-end process for administration of gifts received by cash, cheque, credit/debit card, standing order, direct debit, bank transfer and through 3rd party payment providers (e.g. Stripe); Gift aid declarations and marketing consents
 - Assist Giving Manager in entering and accurately coding all gifts in the system according to the Alpha Global gift coding structure - seeking clarity and resolutions where required in consultation with Fund Development team
 - Support the preparation, submission and administration of funds received from Gift Aid claims to HMRC
 - Support with monthly reconciliations between giving system (Salesforce) and Alpha’s bank accounts, and between finance system (Access Dimensions) and giving system (Salesforce)
 - Administer the collection, banking and gift entry for one off cash gifts and cash offerings at Alpha events (e.g., Leadership Conference)
 - Support the Giving Manager with ad-hoc reporting and tasks as necessary
 - Help to ensure donor records are kept up-to-date and accurate with latest info - contact details, relationships, interactions, bio's etc
 - Support Fund Development in sending out annual giving statements



Role dimensions	
Budget management (£)	None
People management	None
Key relationships – internal	Finance, Fund Development, HTB Group Giving Team, regional Alpha giving personnel, Systems Specialist/Salesforce Admin
Key relationships – external	3rd party payment providers, auditors

Essential Skills, knowledge and experience

- Well organised and confident with numbers Excellent eye for detail and highly organised
- Experience of financial processing, reporting and reconciliation
- Discretion – understanding the need to keep information confidential
- Strong MS Office skills (Word, Excel, Outlook)
- Excellent communication and interpersonal skills
- Experience working in a busy professional office environment
- Proactive attitude, willingness to be involved in varying projects and tasks
- Proficient problem-solving skills
- Team player
- Commitment to the vision and aims of the organisation; passionate about Alpha as a tool for evangelism

Desirable skills, knowledge and experience

- Previous experience working with a fundraising database
- Previous Salesforce experience (as a fundraising database)
- Experience running Alpha either online or in person
- Based in a church running Alpha at least once a year

Working environment

We have a purposeful working environment where we strive for excellence in everything we do. Our workplace culture is shaped by our values which are AUGHT. They are Audacity, Unity, Generosity, Humility and Tenacity. We respect and value our colleagues, encourage and affirm often, challenge when necessary, supporting always. It is an inspiring and energising place to work where innovation and creativity is encouraged alongside passion and discipline. The staff community is warm and engaging, with lifelong friendships being built.



Work expectations

- Office hours: Monday - Friday, 9:00am - 17:00pm, with flexibility to accommodate different time zones
- Full-time role based in London, UK / Johannesburg or Cape Town, South Africa
- Office (hybrid)
- 25 days holiday per annum
- Travel may be required for global team events
- Available to work key dates during some courses and events
- [Required] Attendance (remote) at Monday morning Staff devotions (South Africa and Global team)
- [Optional] Attendance (remote) at Tuesday HTB Group staff meeting
- Six-month probationary period

To apply

1) Complete the application form:

- [Alpha Giving Administrator - Application Form](#)

2) Email your **CV** and **Cover Letter** motivating your application for this role to:

- hr@alphasa.co.za

• Title your email: Alpha Giving Administrator – Your Full Name

NB: Your application will not be considered without an accompanying CV and Cover Letter sent to hr@alphasa.co.za