



Jewish Joint Burial Society
Bulls Cross Ride
Cheshunt
Waltham Cross
London N2 5PF

Telephone: 020 8989 5252
Email: admin@jewishfunerals.org.uk

Job Description

Database Manager

Background:

The society maintains an Access database with records of all the individual subscribers to the burial scheme, most of whom are included because the Synagogue they belong to is a member of the society. It also includes certain other people who have had, or are entitled to, funerals funded by the society. The society's membership consists of 43 Synagogues with a total membership nearing 18,000.

The database was built by a specialist database designer, and it fulfils a vital role in the Society's work by:

- Ensuring that when a death occurs, we know the personal details of the deceased so that we can organise the funeral as quickly as possible as required by Jewish custom.
- It enables us to ensure that Synagogues are correctly invoiced for their membership of the society and for any additional costs such as Late Entry payments if a member joins a synagogue late in life.
- It allows our actuaries to calculate the liabilities of the Society annually, and allow us to set the correct fee level.

Our preferred candidate will have three major aspects to their work. Firstly, to take overall responsibility for keeping the membership numbers up-to-date and accurate, which needs to be done in partnership with the synagogues. Currently the synagogues send in their data quarterly, generally in a prescribed format, which is uploaded automatically into the database but needs reconciliation. Secondly to provide suitable reporting from the database to fulfil the needs of Trustees and staff, and thirdly to work with the programmer who wrote the database and acts as a consultant to the society to develop the database when enhancements are required. All of these tasks need to be performed in a timely manner as the status of the database can be time critical.

These tasks include:

Maintenance of database

- Liaise with member synagogue admin staff to ensure their records are received punctually and in the correct format.
- Reconcile any differences with the relevant synagogues.



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- Coordinate with the society's bookkeeper and Sextons to ensure financial information is correctly reflected in the database.
- Reconcile movements in the database to prior reporting.

Database Reporting

- Run database reports as required
- Add new fields or otherwise amend reports for changes as required
- Liaise with Sextons, finance team and actuaries on reporting required.