

THE PRISON PHOENIX TRUST CIO

JOB DESCRIPTION – ACCOUNTANT (2 days / wk)

Overview

Reporting to the Director and working closely with the Treasurer, the Accountant is responsible for managing all the day to day finance functions of the Trust. They also prepare annual accounts for examination by the Trust's external accountants and provide the Board of Trustees with management accounts throughout the year.

Duties

1. Accounting Records

Using Quickbooks Online, maintain detailed records of all financial transactions of the Trust, including:

- Make and record all payments of bills/invoices
- Record all receipts (cheques, cash, bank transfers, CAF, Virgin Money Giving, GAYE, Just Giving) from donors, Grant Making Trusts, workshop participants and customers (prisons and other secure premises)
- Raise invoices to prisons for services (yoga classes, books and CDs) and ensure prompt payment thereof
- Reconcile bank accounts
- Manage and reconcile petty cash

2. Payroll

- Using Quickbooks Payroll run the monthly staff payroll
- Maintain employee records needed to run payroll, and process HMRC required paperwork regarding changes in staff – starters or leavers
- Make timely submissions and payments to HMRC and NEST (Pension Provider)
- Respond/process communications from HMRC regarding payroll including Coding notices
- Prepare year end returns for HMRC and P60's for staff
- Working with the Director/Treasurer, maintain records of the Trust's payscales and advise staff of cost of living or scale increases in pay.
- Keep NEST records updated including auto enrolment for new staff

3. Banking

- Deposit donation and grant cheques on a timely basis to CAF Bank account.
- Liaise with the Trust's bankers (primary bank is CAF Bank Ltd) ensuring in particular that mandates are kept up to date and on line banking functions work effectively.
- Manage cash flow by withdrawing funds from or adding funds to deposit accounts as current account funding dictate.

- Manage the opening and closing of charity's deposit/investment accounts and advise the Treasurer on investment options when deposits mature or excess funds accumulate at CAF Bank.

4. Management Accounting

- Provide Director and Treasurer with a monthly Budget and Actuals statement (with variance analysis), Balance sheet and funds analysis.
- Write a Financial Report on the Budget and Actual statements for the quarterly meeting of Trustees.
- Annually prepare, in conjunction with the Treasurer/Director, a budget for the following financial year for the Trustees to review in their November/December meeting.
- Respond to other requests by the Treasurer/Director for financial data/analysis.

5. Annual Report and Accounts

- In January/February (following December 31 yearend) prepare the annual financial statements together with narrative sections relating to finances for inclusion in the Annual Report and Accounts
- Prepare a file of supporting documentation for the independent examiner to use when examining the accounts.
- Liaise with Communications Manager in formatting the financial statements and reports for inclusion in the Annual Report and Accounts.

6. Gift Aid

- Maintain the Charity's register of Gift Aid declarations
- Prepare and submit quarterly online Gift Aid claims
- Work with other PPT staff on how to maximise Gift Aid claims and ensuring Gift Aid documentation is kept updated.

7. Other

- Make annual returns to the Charity Commissioners including submission of the latest Report and Accounts
- Support staff involved with fundraising by providing and checking any financial information requested in grant applications.
- Maintain records of donors with a regular commitment through bankers orders, Just Giving, Charities Aid Foundation and Virgin Money Giving
- Work with the Administrator to ensure that all donors are thanked for their gifts. Annually (November/December), write and thank all those who make regular donations to the Trust.
- Be available to answer miscellaneous e-mail enquiries from donors/potential donors about ways to support the Trust.