

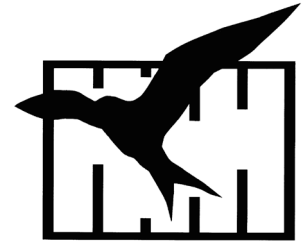
# THE PRISON PHOENIX TRUST

P.O. Box 328, Oxford OX2 7HF

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all@theppt.org.uk www.theppt.org.uk

Charity Reg. No. 1163558



## Accountant Specification

|                                  | <b>Essential</b>   | <b>Desirable</b>   |
|----------------------------------|--|--|
| <b>Skills and qualifications</b> | Good practical experience of working with accounting and payroll software  | MAAT qualification and knowledge of Quickbooks online accounting and payroll                   |
|                                  | Able to prepare annual budgets and monthly budget vs actual reports for Director / Treasurer   | Knowledge of charity accounting and able to prepare SORP Accounts                              |
|                                  | Excellent organisational skills; able to set and meet deadlines  | Experience of managing cash flow and investment funds  |
|                                  | Careful and thorough in keeping financial records  | Familiar with Gift Aid rules and making online claims  |
|                                  | Strong IT skills especially Microsoft Office – Excel and Word  |  |
|                                  | Ability to effectively communicate financial information to colleagues and Trustees  |  |
| <b>Work experience</b>           | Experience of working in finance in a busy office environment  | Experience of working in a small charity with responsibility for finance function.             |
|                                  | Able to work independently – organising and prioritising work  |  |
|                                  | Good verbal communication skills with colleagues, Trustees and other stakeholders inc. yoga teachers, prison staff, and funders / donors |  |
| <b>Personal qualities</b>        | Ability to work on own initiative  | Flexibility from time to time to step in and help out in areas not directly related to finance |
|                                  | Friendly, responsive and adaptable   |  |
|                                  | Ability to work as team member   |  |
| <b>Working needs</b>             | Flexibility in managing work load  | Interest in developing skills in charity accounting and administration.                        |
|                                  | Tolerant, calm, self-directed and discreet working style   |  |
|                                  | To share the common values of the Trust  | Interest in spirituality, yoga and / or prisons  |
|                                  | Commitment to the Trust's aims   |  |

October 2020

### *Yoga and meditation in a prison cell*

Director: Selina Sasse

Patrons: Dr Kiran Bedi IPS, Dr Sheila Cassidy, Mrs Sandy Chubb, Shirley du Boulay, Fr Laurence Freeman OSB, Mr Jeremy Irons, Mr Erwin James, Sr Elaine MacInnes OLM, Sir Mark Tully OBE, Dr Benjamin Zephaniah

Trustees: Ms Penny Boreham; Mr Giles Charrington (Chair); Ms Jo Child; Mr Nicholas Colloff;

Suzy Dymond-White, Governor, HMP Eastwood Park; Mr Stephen Eeley; Mr James Mallett; Mr Peter Stevenson

Consultants: Dr Jamie Bennett, HMPPS Deputy Director, Operational Security Group; The Revd George Coppen;

Ms Rachel Holmes; Imam Monawar Hussain DL, Muslim Tutor, Eton College;

Prof. Alison Lieblich, Director, Prisons Research Centre; Martin O'Neill, West Dublin Prison Campus Governor

