

Job Description – Finance Coordinator

Job title:	Finance Coordinator
Reporting to:	Finance Manager
Work base:	Oxford, OX2
Travel required:	An exclusively office-based role, with minimal travel to support events
Salary:	£31,067 FTE, pro-rata 2 days a week & contributory pension scheme
Days worked:	2 days a week, Wednesday and Thursday 2-year fixed term contract

The Prison Phoenix Trust

The PPT are the leading experts in yoga and meditation in prisons in the UK and Ireland. Since 1988 we have supported the personal development and rehabilitation people living in prison through meditation and yoga. We do this through 121 mentoring, group yoga classes, peer support newsletters and resources such as books and DVDs that help people practise yoga and meditation in their cells. We deliver the British Wheel of Yoga's accredited training *Teaching Yoga in Prison*.

A small staff and volunteer team based in Oxford works with a network of self-employed yoga and meditation teachers across the UK and Ireland.

This new role is part of an expansion of the staff team to build the capacity of the charity to meet the growing demands for its services and the income to support this.

The role

Reporting to the Finance Manager, the Finance Coordinator is responsible for supporting all the day-to-day finance functions of the Trust. They will deputise for the Finance Manager to run payroll and monthly reporting if required.

Responsibilities

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 of income from donors, 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.

4. Management Accounting

- Provide Director, Deputy Director, Treasurer, Chair and Vice-Chairs with a monthly Budget and Actuals breakdown (with variance analysis), Balance sheet and funds analysis.
- Write a Financial Report on the Budget and Actual statements for the quarterly meeting of Trustees.
- Support the Finance Manager to 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. 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.

6. Other

- Make annual returns to the Charity Commissioners including submission of the latest Report and Accounts. Update Trustee details as required.
- Support staff involved with fundraising by providing and checking any financial information requested in grant applications.
- Maintain records in Microsoft Excel of all regular donations received through bank transfers and online platforms. Work with a volunteer to ensure all regular donations are uploaded to The Trust's Access database and new regular donor records are created.

- Record all one-off donations on The Trust's Access database, adding new records as required. Work with the Administrator to ensure that all donors are thanked for their gifts.
- Be available to answer miscellaneous e-mail enquiries from donors/potential donors about ways to support the Trust.
- Maintain and supervise online accounts for fundraising purposes.
- Support Yoga Coordinators with financial elements associated with prisons contracts and other provided services.
- Invoice prisons and make payments to prison yoga teachers, where required

Person Specification	Essential	Desirable
Skills and qualifications	Good practical experience of working with accounting and payroll software	MAAT qualification and knowledge of Quickbooks online accounting and payroll
	Excellent organisational skills; able to set and meet deadlines	Knowledge of charity accounting and able to prepare SORP Accounts
	Careful and thorough in keeping financial records	Experience of managing cash flow and investment funds
	Strong IT skills especially Microsoft Office – Excel and Word	Familiar with Gift Aid rules and making online claims
	Ability to effectively communicate financial information to colleagues and Trustees	
Work experience	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	
Personal qualities	Proactive, with the 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	
	Quick learner	
	Ability to work as team member	
Working needs	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	

Terms and Conditions

- 2-year fixed term contract
- 2 set days a week, Wednesdays and Thursdays
- Starting salary £31,067 Full Time Equivalent depending on experience, pro-rata 2 days a week & contributory pension scheme.
- Paid leave: Staff are entitled to 20 days annual leave per year, plus bank holidays, pro rata for part-time roles. In addition, staff are entitled to leave on any normal working days falling between Boxing Day and New Year's Day.
- Pension: The charity operates a contributory pension scheme.

Applications due as soon as possible to meet a rolling recruitment programme. Apply by sending a CV and covering letter about interest in and suitability for the role, to recruitment@theppt.org.uk

This job description does not form part of the contract of employment and is subject to change in accordance with the needs of the organisation. The post holder will work at all time in a way which is consistent with the organisation's commitment to equality and opportunity.

The PPT operates an equal opportunities policy.

May 2025