

Help us bring hope and healing to people in prison

The Prison Phoenix Trust is recruiting for the voluntary position of **TREASURER** to join our Board of Trustees.

Who we are

We are the leading yoga charity in the UK and Ireland, with 37 years' experience sharing meditation and yoga with people in prison. We offer personal support to prisoners and prison staff through teaching, mentoring, peer-support and specialist resources. We work with people of any faith or none, honouring all recognised religions. For people in prison, we bring hope, healing and support for reintegration into society.

Who we need

Are you a qualified finance professional who understands and supports the aims and principles of The PPT, and who would enjoy sharing responsibility for the strategic direction and governance of the charity?

You would lead on monitoring the financial administration of the charity and report to the Board regarding its financial health, working closely with our Finance Manager who is responsible for day-to-day financial management.

Time commitment

Trustees' involvement includes quarterly Trustees meetings, usually on Tuesday evenings, in Oxford or online, with attendance in person encouraged at least once per year; annual strategy day with the staff team; annual public event; ad hoc committee work.



Hope and healing through meditation and yoga

CEO Selina Sasse

Patrons Dr Kiran Bedi IPS, Dr Sheila Cassidy, Sandy Chubb, Fr Laurence Freeman OSB, Jeremy Irons, Sir Mark Tully OBE

Trustees Shola Arewa, Joyce Borgs (Vice-Chair), Richard Dunkerley, Suzy Dymond-White (Chair),

Rev Doug Heming, Stefan Lerche, Judith Unwin OBE (Vice-Chair), Liz Wheen

Consultants Dr Jamie Bennett, Rev George Coppen, Imam Monawar Hussain, Prof. Alison Liebling

Charity Reg. No. 1163558

You will be joining a friendly team of Trustees, volunteers and paid staff to help support a unique and effective organisation that offers hope and support to people who live and work in prison.

Deadline for applications

We are accepting applications on a rolling deadline, with online interviews to follow at times and dates to be agreed with candidates.

Please email a completed application form to: recruitment@theppt.org.uk or post to:
PO Box 328, Oxford OX2 7HF

For an informal chat about the role with one of our trustees, Judith, please also contact recruitment@theppt.org.uk and we will put you in touch.

More information

www.theppt.org.uk

<https://www.linkedin.com/company/the-prison-phoenix-trust/>

<https://www.facebook.com/PrisonPhoenixTrust>

<https://www.instagram.com/prisonphoenixtrust/>

<https://twitter.com/PrisonPhoenix>

<https://bsky.app/profile/prisonphoenix.bsky.social>

The Prison Phoenix Trust CIO (PPT) – Treasurer Job Description

The Treasurer of The Prison Phoenix Trust, in addition to their Trustee role, has specific responsibilities.

Overall

The Treasurer's role is to monitor the financial administration of the charity and report to the Board of Trustees at regular intervals on its state of financial health, in line with best practice, and in compliance with the governing document and legal requirements.

Responsibilities and duties

- Overseeing and presenting budgets, internal management accounts and annual financial statements to the Board of Trustees, and making sure that they understand what the accounts are saying;
- Leading in the Board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements;
- Overseeing the production of The PPT's Annual Report and Accounts;
- Leading in the development and implementation of financial reserves, cost-management and investment policies;
- Liaising with The PPT's Finance Manager, who is responsible for the day-to-day financial activities of the charity;
- Monitoring and advising on the financial viability of the charity;
- Overseeing the implementation of and monitoring specific financial controls and adherence to systems;
- Advising on the financial implications of the charity's strategic plan, and presenting an annual budget to the Board;
- Overseeing the charity's financial risk-management process;
- Acting as a counter signatory on charity cheques and important applications to funders;
- Liaising with the external auditors or independent examiners.

Skills/qualifications required

- A professional accountancy qualification (ICAEW or equivalent);
- Proven ability to communicate and explain financial information to members of the Board;
- Analytical and evaluation skills, demonstrating good judgement;
- Good communication and leadership skills;
- Commitment to the aims and principles of The Prison Phoenix Trust;

Desirable

- Experience in charity finance;
- Working and/or living within easy access of The PPT's offices in Oxford

Time Commitment

The PPT employs a Finance Manager who is responsible for day to day financial management of the charity. The Treasurer's involvement usually revolves around the quarterly Trustees meetings. In practice this means:

- Spending several hours in the weeks before each meeting to ensure that a comprehensive financial report is presented;
- Attending two or three meetings with the Director and Finance Manager towards the end of the year to facilitate the production of a budget for the year ahead;
- Occasional meetings or correspondence with the Finance Manager to consult on specific issues;
- Attending the office in person where necessary to act as a counter signatory;
- A day's work reviewing the draft Annual Report and Accounts prior to their submission to the external auditors.