

Job title	Finance Manager
Location	Hybrid (Home working with 1–2 days per month in the London office)
Reports to	Head of Finance
Main responsibilities	The Finance Manager ensures the smooth, accurate, and compliant day-to-day financial operations of Prison Fellowship (PF). You will oversee transactional processing, payroll, and local group accounting, while supporting the Head of Finance with management accounts and year-end audit preparation. This role is pivotal in enabling PF to deliver its mission and meet its strategic objectives.

Critical Competences

- Excellent organisational skills and strong attention to detail.
- Ability to show initiative and flexibility; quick to learn new skills.
- Self-motivated and proactive.
- Ability to work with varied and busy tasks.
- Excellent time management and ability to work to deadlines.
- Good team member, with interpersonal sensitivity.
- Aligned with the Christian ethos and values of Prison Fellowship.

Knowledge and skill requirement

- Accounting qualification, or part qualification (CIMA, ACCA, ICAEW, CIPFA, AAT).
- Experience of Sage 50 Cloud bookkeeping and Sage payroll processing and accounting.
- Good knowledge of double entry bookkeeping and accounting.
- Good working knowledge of MS Office applications, especially Excel and experience of using databases to record accurate and up to date information.
- Experience of working in a similar role is desirable.

Working with

- Reports to the Head of Finance.
- Works with the Fundraising Team and Operations Team.
- Works collaboratively with colleagues across the organisation.
- Liaises regularly with volunteers.

Key Accountabilities

Finance

- **Income & Reconciliations:** Responsible for income processing, including banking of cash, and processing and tracking of CAF and Stewardship vouchers. Work with the Fundraising Team to correctly identify bank donations and upload to Sage.
- **Database & Bank Matching:** Managing Sage - Raisers Edge reconciliations and monthly bank, credit card and petty cash reconciliations.
- **Gift Aid:** Support Gift Aid processing.
- **Expenditure Processing:** Responsible for expenditure processing, including staff and volunteer expenses, purchase invoices, and associated filing.
- **Sage 50 Processing:** Responsible for Sage 50 Cloud processing, including input of expense claims, purchase invoices and purchase payments, bank payments, invoices, invoice receipts, uploading bank entries, and associated filing.
- **Supplier & Customer Management:** Set up suppliers/customers, oversee debtors, answer queries, make corrections, and export Trial Balance.
- **Payroll & Pensions:** Responsible for payroll (Sage Payroll) and pension processes.
- **Local Group Accounts:** Responsible for annual returns of financial activities in local groups (branch accounts) for incorporation into the charity's annual accounts.
- **Asset Tracking:** Managing the Fixed Asset Register, and all physical assets.
- **Reporting & Audit:** Assist with audit preparation and year end journals. Prepare monthly Management Accounts.
- **Ad-Hoc Support:** Handle other ad-hoc financial enquiries from staff and Prison Fellowship local group volunteer treasurers.

Other

- General office administration duties and support of other PF events in order to assist with the smooth running of PF operations.
- Manage staff HR records, supporting joining and leaving processes.
- Provide support for Team Meetings and other PF events.
- Participate in staff prayer meetings.

Work Basis and Salary

- £40,000 – £42,000
- Full-time or part-time considered.
- Hybrid, combining home working and 1-2 days per month in our London office.
- Willing and able to work occasional evenings / weekends and travel to support PF volunteer and supporter events across England and Wales.