



Finance & Administration Officer

Job Description

Hours: **16 hours per week**

Salary: **£28,000 per annum pro rata**

Location: **Darlington**

Main duties and responsibilities

To support the Finance and Admin Manager with the day-to-day financial operations of the Trust; bookkeeping, payroll, invoicing, budgeting, and reporting, while overseeing general office administration, procurement support, and compliance with policies. To ensure accurate records, handle cash flow, support project activities, and act as a bridge between staff, suppliers and external accountants.

These will typically comprise:

1. Financial Management & Accounting

- **Bookkeeping:** Maintain accurate, up-to-date financial records and ledger entries using Sage accounting software
- **Accounts Payable/Receivable:** Process invoices, manage supplier payments, and handle incoming funds.
- **Banking & Reconciliation:** Assist with reconciling monthly bank statements.
- **Payroll Support:** Assist with payroll calculations, staff reimbursements, and expense tracking.
- **Reporting & Budgeting:** Assist in preparing monthly/quarterly financial reports, budget forecasting, and tracking expenditures against budgets.
- **Expenses:** Ensure expenses are authorised and processed in accordance with agreed procedures for both the Trust and donors.
- **Compliance & Audit:** Ensure compliance with internal policies, tax regulations, and donor requirements.

2. Administrative Support

- **Office Operations:** Assist with daily office activities, supplies inventory (stationery, kitchen items), and vendor contracts.
- **Data Management:** Maintain filing systems, records, and databases.
- **Correspondence:** Handle emails, phone calls, and general inquiries.
- **Meetings & Minutes:** Facilitate meetings, take minutes, and prepare necessary documentation.
- **Logistics & HR:** Provide basic logistics support, assist with procurement, and support HR record-keeping.
- **Health & Safety:** Support the administration of Health and Safety processes and the CHAS accreditation process.

To work in a flexible manner and to undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

To carry out all the above duties with full regard to the Trust's Equal Opportunities, Non-Discrimination, Safeguarding, Environmental, Health and Safety policies.

Qualifications

Essential

GCSE English and maths or equivalent

Willingness to undertake training and continuing professional development

Desirable

Qualification in Accounting, Finance, Business Administration, or a related field.

Experience & Knowledge

Essential

Strong experience of working in administration

Strong skills in MS Office/ Excel.

High level of accuracy in data entry and reporting.

Good verbal and written skills for liaising with stakeholders.

An understanding of GDPR and financial confidentiality

Desirable

Experience of using accounting software (Sage)

Experience of producing budgets, management accounts and annual accounts

Knowledge of legal requirements for charities

Self-Management

Essential

Excellent organisational skills, self-motivation and ability to progress work with limited supervision.

Ability to work to tight deadlines and prioritise workload.

Ability to develop creative solutions and ideas.

Personal Attributes

Essential

A keen interest in, and firm commitment to, conservation and ecology.

A positive team player who is willing to play their part in achieving team targets.

Flexible and adaptable approach with ability to be pragmatic and find creative solutions to problems.

Comfortable lone working where necessary.

Location & coverage

The role will be mainly office based in our Darlington site, although there may be the opportunity for remote working for the right candidate.

How to Apply

To apply, please send your CV and covering letter to: kate@teesriverstrust.org

Your covering letter should include the name of the post, why you wish to apply for the post, and the qualities and experience that you would bring to the role and the Tees Rivers Trust team. Covering letters should not exceed 1 side of A4.

Closing date: The closing date for applications is 5pm on 31st July 2026.

Interviews: Interviews will be held at the Tees Rivers Trust Darlington office.