Information pack

Finance officer (0.4FTE)

November 2026

Closing date: 10am, Monday 4 January 2027

Interview date: Wednesday 13 January (in person)

We will monitor applications as they arrive. We reserve the right to interview suitable candidates as they apply, and to close the vacancy early if we find the right person. You are encouraged to get your application in early.

1) About Green Alliance

Green Alliance is an independent charity, think tank and advocate committed to achieving a greener, fairer future for the UK. We believe that ambitious political leadership is essential for meaningful environmental change at the speed and scale necessary.

We play a central role in shaping the natural environment, climate and resources agendas in the UK and are known for our cross party influence and the clarity of our insights.

The high quality of our work, our experienced team and our collaborative approach have enabled us to develop excellent relationships at the highest level, with political parties, businesses, NGOs and academia.

About Green Alliance: culture and values

We are committed to achieving positive outcomes for the environment. To do so successfully, we aim to create a supportive, inclusive and collaborative working culture that allows our staff to reach their full potential.

In our work to deliver ambitious leadership for the environment we are guided by the following values:

We are optimists
Grounded in evidence, we are ambitious about the change we can secure and persistent in pursuing it. We believe our vision of a UK where people and the environment thrive together is achievable.

We are collaborative
We are deeply invested in a strong and broad ecosystem calling for progress. We collaborate across sectors to design and implement winning strategies.

We are impact focused
We secure impact by focusing on real world outcomes. We are responsive, flexible and adapt our approaches towards the most impactful ways of securing change.

We embrace complexity
Environmental issues are inherently complex and inseparable from other important issues, including social impacts. We address this complexity head on, bringing clarity and direction through our work.

We are inclusive
We will strive to increase our own diversity and will ally with, support and learn from diverse voices and communities. An inclusive approach is essential to our success.

About Green Alliance: vision and strategy

Our vision is for a UK where people and the environment thrive together.

What we do

We work to secure the political leadership that is needed to address the climate and nature crises. We advocate ambitious, achievable environmental solutions based on robust analysis and evidence. As well as immersing ourselves in achieving impact today, we look to the future to create the context for addressing the hardest to tackle environmental issues. We build a credible case for change by working with politicians, academics, businesses and environmental experts.

Research and insightful analysis:
We provide evidence and improve understanding of complex environmental challenges and demonstrate practically how to overcome them.

Advocacy:

Our advocacy, based on expert insights, drives greater political ambition, shapes the agenda and improves environmental outcomes.

Convening with a purpose:
We forge constructive alliances to raise political ambition and secure progress. We convene through formal coalitions, informal networks and high profile events.

2) Equity, diversity and inclusion

To achieve a green and prosperous UK for all, we aim to develop policy solutions that create a better future. As well as the environment, we will consider people and social justice when designing environmental policies to bring about a fair green economic transition.

We believe that an inclusive culture is fundamental for people to thrive and feel valued and recognised. We value a diversity of perspectives and lived experience which enhances our organisational culture and our creative policy thinking. We value the breadth of lived experience of our staff and support people to thrive.

The environmental and think tank sectors are among the least diverse workplaces in the UK. We are committed to changing that, in both the way we operate and by exercising our influence.

We believe making progress on equity, diversity and inclusion (EDI), including our commitment to anti-racism, is essential to our success and we recognise that this is a continuous process of improvement and learning.

We encourage applications from all sections of society, particularly those from working-class backgrounds and people of colour who are under-represented in the environment and think tank sectors, to help us achieve our vision of a green and prosperous UK for all.

We reimburse travel expenses for candidates that attend our office for an interview.

Demographic monitoring

When you apply for a job with Green Alliance, you will be invited to fill in an equal opportunities monitoring form. This data is collected anonymously and is automatically separated from your application documents. We would be very grateful if you would complete the form as that will help us monitor the effectiveness of our recruitment approach.

Applicants who require reasonable adjustments

Please contact us at any stage if you have specific requirements which would enable you to participate fully in the recruitment process. For example, you might like more information about access to our office. Please email Jenny, our Operations director, on jbaker@green-alliance.org.uk. If we offer you an interview, we will also ask you if you need any reasonable adjustments.

3) The role

Summary of the role

We are looking for an enthusiastic individual who has a strong financial background with excellent attention to detail, a flexible attitude, an ability to work effectively under their own initiative and as part of a small team, together with excellent organisation and administrative skills.

Effective financial control is central to our strategy and operating model. The finance officer plays an essential role in maintaining control over our finances and operations. You will process and monitor financial transactions, liaise with our payroll bureau regarding staff payroll and pensions and support the Head of finance. Green Alliance uses Dynamics 365 Business Central as its accounting system.

This is a part-time role for two days a week (0.4FTE). There is genuine flexibility around when these hours are worked. For example, they could be spread over three days to suit a parent with school-age children

Position in the Organisation

The finance officer will report to the Head of finance. You will also work with all staff on financial matters including personal and credit card expenses, central and project income and expenditure, and processing of payroll by liaising with our external bureau.

Key tasks and responsibilities

To process and monitor financial transactions, perform accounting reconciliations and help ensure that Green Alliance's finances are accurate and up to date.

- Prepare sales invoices and credit notes on our accounting system and email to customer.
- Record purchase invoices and credit notes on accounting system and allocate to correct expenditure and project codes. Obtain approval of invoices in line with our finance handbook. Prepare fortnightly invoice payment run and enter to banking system for authorisation.
- Set up new suppliers on accounting system, completing Supplier Information Request forms and undertaking credit checks, where applicable.
- Processing of staff expenses, ensuring compliance with finance handbook, through to payment on banking system.
- Create new customers on accounting system and complete Information Request forms, where applicable.
- Be responsible for collecting funds from members using GoCardless and Stripe where applicable.
- Import credit card transactions to accounting system and prepare expense sheets for cardholders. Once credit card expense sheet completed by credit card holder, agree to receipts and process for payment.
- Process, reconcile and pay monthly payroll run through a bureau.
- Help to prepare quarterly VAT returns, ensuring compliance with HMRC regulations and the agreed formula for recovery.

- Prepare monthly bank reconciliations from bank import including allocation of all income and expenses to account codes.
- Book travel and accommodation for staff business trips in line with our Finance Handbook.
- Maintain fixed asset register, adding new assets, calculating monthly depreciation and entering relevant journals to accounting system.
- Assist with providing end of year schedules and reconciliations for the annual audit and answering audit queries.
- Be responsible for the individual membership scheme. This involves maintaining a record of monthly membership income by member, whether the member is a UK taxpayer and preparing the annual Gift Aid claim.
- Assist the Senior partnerships officer in raising invoices for the business circle membership and supporting financial information for funding reports.
- Prepare sales invoices and credit notes on our accounting system for the All Party Parliamentary Party for the environment (APPG) and email to customer. Monitor cash receipts for these invoices and prepare management accounts for the APPG.

Other responsibilities:

- Provide any other support, which may reasonably be requested to be undertaken within the scope of this post.

Key relationships

Internal

- Head of finance and Operations director
- Operations officer and Senior Partnerships officer
- All staff on financial matters

External

- Bank and other financial providers
- Auditors

Person specification

Knowledge and experience

Essential:

- **AAT level 3 or ACCA qualification**
- **Knowledge of charity finance/accounting and the relevant issues impacting the sector.**
- **Experience of processing all financial transactions to the books of prime entry.**
- **Ability to act on your own initiative and exercise sound judgment.**
- Understanding the nature of income streams within a charity, particularly grant and contract income and knowledge of accounting for restricted and unrestricted funds.
- Understanding the principles of VAT and how to account for VAT.

- Experience of implementing financial processes to achieve efficiencies.
- Confident in using excel and preparing financial reconciliations.
- Excellent attention to detail.
- Good organisational skills and time management, and excellent communication skills.
- Flexible team worker, able to contribute to an inclusive work culture.

Desirable:

- Experience of using Dynamics 365 Business Central
- Understanding of project costing.
- Knowledge of payroll and pensions.

In your application we'll ask you to provide evidence for how you **meet the key criteria for the role, which are the ones in bold above.** We will assess all aspects of the person specification across the different parts of the recruitment process. If you feel you meet the essential criteria, but not any or all of the desirable criteria, then please still consider applying.

4) How to apply

For your application, we would like you to answer three questions that address the key criteria highlighted in the person specification. We will also ask you to upload a CV with details of your education and work experience. We recommend that you prepare your responses to the questions before starting the application process as you will be unable to save your application and return to it later.

Application questions

1) Why do you want to work for Green Alliance and what appeals to you about this role?
2) Please give details of your experience of working in finance, the key skills you would bring and your experience of using Microsoft Office.
3) Please give examples of where you have shown initiative and sound judgement in your finance career so far.

We recommend that each answer is no longer than 300 words. Where you can, give examples of the experience, knowledge and skills you have gained through employment, study or voluntary activities.

To apply:

- Prepare your answers to the three questions above.
- Visit the vacancies page on our website and select the finance officer role. Click on "Apply for this job". You will be asked to confirm that you are legally authorised to work in the UK.
- Cut and paste your answers to the three application questions online. Upload your CV.
- Review and submit your application. You will receive a confirmation email to acknowledge your application.

Approach to AI

We recognise that some applicants may choose to use AI tools as they prepare their applications. We strongly encourage you to ensure that your application is personalised and accurately

reflects your own experience, insights and voice. AI should not replace your own input or authenticity. We want to hear your perspective, not a generic response and reserve the right to reject applications that closely resemble AI generated answers to our application questions.

We are genuinely interested in learning about you, your motivation, your experiences and what makes you a great fit for the role. Your application will be reviewed by one of our team members and we look forward to reading it.

Right to work

All applicants must have the right to work in the UK. Unfortunately, we are not able to offer visa sponsorship, so you will be required to provide evidence of your right to work in the UK during the recruitment process. We are unable to sponsor the renewal of work visas for people who have short-term permission to work in the UK.

5) Terms and conditions

Terms:	This post is advertised as a permanent contract. We are happy to consider flexible working arrangements.
Salary band:	£ 36,192 to £39,936 (pro rata for 0.4FTE). Starting salary will be commensurate with experience.
Location:	Green Alliance's office is in central London and is fully accessible. We support hybrid working, and you will be expected to work from the office regularly. We will provide IT hardware and other equipment needed for working from home; you will need to provide good internet access.
Hours:	14 hours per week (2 days) with some flexibility about when they are worked.
Holiday:	25 days per year (pro rata) in addition to statutory holidays and the period between Christmas and New Year.
Pension:	Green Alliance provides an auto-enrolment pension with Aviva. All employees receive a pension contribution up to 7.5 per cent of gross salary which may be paid into this scheme or another of their choice.

Staff benefits

We're proud of our staff team and we're committed to Green Alliance being a healthy and rewarding place to work. We offer the following benefits to all our team:

- Flexible working. We support hybrid working with full-time staff expected to be in the office for two days a week. We provide equipment for working from home where needed. Staff have flexibility to choose their working hours around core hours, and many work compressed hours. We are open to job shares and other forms of flexible working.
- Interest-free travel card or season ticket loan, or a tax-efficient bicycle loan through Cyclescheme.
- Employee Assistance Programme. Access to support 24/7, with opportunities for counselling support where needed.

- Tea and coffee, weekly office fruit delivery. Christmas activities; summer fun day; annual overnight residential for whole team.
- Training for different roles, such as media, project management and line management.
- CPD for individuals, including opportunities to access training courses or coaching for professional development.
- Trained mental health first aiders who host regular wellbeing activities.
- Lunch and learn programme covering a range of topics.
- Enhanced sick pay and other forms of paid leave for difficult situations such as bereavement.
- Two Values Days per year to be used for slow travel or volunteering. (pro rata)
- Two additional days' leave for long service, at three years and six years. (pro rata)

6) Next steps

Here is what you can expect after the closing date for applications:

Application Review

All applications will be anonymised and assessed by our team against the key selection criteria. This ensures we review candidates based solely on relevant skills, knowledge, and experience.

We will contact you to arrange an interview if your application is moved forward to the next stage. We expect to do this by the end of Friday 8 January 2027. We aim to keep candidates informed at each stage of the process and you will hear from us if your application has been unsuccessful.

Interviews

If we identify a suitable candidate before the closing date, we will offer them an initial online interview as soon as possible. This may be followed by a second round in person interview.

Otherwise, interviews will be held on Wednesday 13 January 2027, in person at our office in Romero House, 55 Westminster Bridge Road, Southwark, London. Candidates will be asked to complete a test as part of the interview. Interview travel expenses will be reimbursed. Candidates who are unable to attend in person will be offered an online interview.

Reasonable adjustments

We are committed to making this process inclusive and accessible. Please let us know if you require any adjustments or support to participate fully by emailing Jenny, our Operations director on jbaker@green-alliance.org.uk.