

## **Finance & Administration Officer**

**Contract type:** Permanent

**Contractual hours:** 18.75 per week (0.5), flexi-time to be agreed with line manager

**Location:** Hybrid role. It is expected that you would work from our central Ambleside office a min of two days a week.

**Salary:** £27,000 - £37,000 FTE, dependant on experience

**To apply:** Please send a CV and covering letter explaining how your skills and experiences meet the specifications below to [laura@foundationforcommonland.org.uk](mailto:laura@foundationforcommonland.org.uk) by **23.59 on Sunday, 17th May 2026**.

**Interviews:** Will be in person at our Ambleside office on Wednesday 27<sup>th</sup> May 2026

We are excited to be recruiting a part-time Finance & Operations Officer.

The Foundation for Common Land provides a single voice to co-ordinate knowledge and share learning across Common Land. We work with commoners' associations and federations, owners of common land and farming bodies as well as environmental NGOs, and government bodies such as the Defra group, including the Rural; Payments Agency and Natural England. Find out more about the Foundation for Common Land; [foundationforcommonland.org.uk](http://foundationforcommonland.org.uk)

This role is central to the organisation's success, a lynch pin for the team, you will work closely with our Operations Director to support our small but mighty team to meet our charitable objectives. This is a varied role covering multiple operational areas including payroll coordination, organisational operations, financial administration, and project support. Given the versatile nature of the responsibilities and the small team size, candidates will need to demonstrate flexibility, adaptability, and the ability to take ownership while working independently.

We are looking for an experienced and reliable candidate to join our friendly and flexible team at an exciting time of growth. If this sounds like you then we'd love to meet you.

### **Role & responsibilities**

As a vital cog in our small team, you will report to our Operations Director, work closely with our Executive Director at our Ambleside base and support our on the ground team who work remotely across Cumbria, Yorkshire, Dartmoor and The New Forest. Your core responsibilities will include:

## **Finance**

- Managing financial operations including payroll, pensions, payments, VAT returns expenses and income, reconciliations and financial record keeping through our accounting system (currently Xero)
- Collating and submission of financial reports for grant claims and creating invoices for payments.
- Maintaining effective communication with suppliers, customers/funders, HMRC, pension providers, and other stakeholders as required, to support financial operations.
- Maintaining operational budgets to track spending and manage expenditure, submitting claims and reports to funders where needed.
- Supporting the Operations Director in developing and controlling annual budgets, forecasts and annual account preparation
- Supporting the Operations Director in complying with legal, statutory, accounting and regulatory requirements
- Supporting the Operations Director with annual accounts process, liaising with external accountants, managing tax returns and financial compliance
- Processing expenses for Staff, Contractors and Trustees

## **Operations & governance**

- Updating details of Officers and Trustees to the Charity Commission and Companies House
- Organising quarterly trustee meetings & our annual in-person team gathering
- Collating meeting packs and minute taking as required
- Organising meetings, booking transport and accommodation
- Organising events and/or conferences alongside colleagues
- Updating our website when required
- Managing and setting up as required accounts and systems ie Canva, Eventbrite, YouTube, social media platforms
- Working with our Training & Knowledge Exchange Coordinator to manage our mailing lists and external communications
- Managing central inboxes, responding to queries and/or ensuring they are forwarded to relevant team members
- Supporting the following internal functions: HR, ICT and office management
- Supporting the Operations Director with recruitment and onboarding processes, and managing administrative onboarding and offboarding processes
- Supporting remote team members with occasional administrative tasks related to project delivery  
Work with our Training & Knowledge Exchange Coordinator with the logistics and delivery of our popular webinar series (delivered via Zoom)

## **Person specification**

### **Essential**

- A minimum of two years' experience in finance or administration, ideally within the charity sector
- AAT qualification, equivalent finance certification or proven relevant experience
- Strong understanding of basic accounting principles and financial processes
- Good working knowledge of accountancy systems, ideally Xero
- Good working knowledge of HR practices
- Excellent working knowledge of the Microsoft Office suite, specifically Excel, Word & Teams
- Demonstratable experience of managing financial data including payroll & budget controls
- Demonstratable experience of maintaining accuracy when managing databases
- Understanding of payroll processes, PAYE, pensions & VAT
- Ability to work autonomously, with agility and across multiple workstreams
- Demonstratable experience of working to work with confidential & sensitive information
- Supportive and enthusiastic team player
- Experience of working in a small team
- Excellent written and verbal communication skills

### **Desirable**

- Experience of advanced spreadsheet techniques to provide management accounting information
- Experience of using management accounting techniques to support short-term decision making
- Experience of updating websites (Square Space)
- Experience of using Canva, Eventbrite, Mailchimp, You Tube and other social media platforms
- Experience of working with the charity sector
- Experience of organising events and conferences
- Experience of managing webinars
- Knowledge and understanding of livestock farming / commoning, farm support schemes and rural issues at a national and local level