

## Role Summary

<b>Job Title:</b>	Finance Officer
<b>Location:</b>	This role is based from our Head Office in the village of Martley, Worcestershire
<b>Reports to:</b>	Head of Finance & Commercial
<b>Salary:</b>	£28,000 - £34,500 (pro rata)
<b>Contract Type:</b>	Permanent
<b>Working Hours:</b>	30 hours per week <i>3 days a week to full time (37.5 hrs) would be considered for the right candidate. Please indicate preferred working hours with your application submission.</i>

## Benefits:

- 28 days annual leave plus bank holidays
- Flexibility to work from home 1 day/week
- Two additional days annual leave awarded after two years' service
- 9% employer pension contribution
- Competitive life insurance scheme

## About the Role

The Finance Officer will support the effective financial administration of Severn Rivers Trust, and Severn Rivers Ecology, our wholly owned trading subsidiary, ensuring accurate record-keeping, timely reporting, and compliance with charity and funding requirements. The postholder will work closely with the Head of Finance & Commercial, and wider management team, to maintain strong financial controls and provide high-quality financial information to support grant claim submissions, and general business decision-making.

## Our challenge

The River Severn is Britain's longest river, winding 220 miles from the Cambrian Mountains in Wales through the heart of Shropshire, Worcestershire, and Gloucestershire, before reaching its majestic estuary. For centuries, it has shaped the identity, culture, and economies of the communities along its course. Today, the Severn remains a vital natural resource—supporting rich biodiversity, supplying water to millions, and playing a crucial role in flood resilience and climate adaptation.



Pollution, habitat loss, and the accelerating impacts of climate change are putting immense pressure on rivers like the Severn. Yet, despite these growing challenges, there is still time to act. With the right commitment and collaboration, we can restore and protect these vital ecosystems—and you can be part of the solution.



## Our team & ambition

At the heart of Severn Rivers Trust, is our dedicated staff team. We have a passion for what we do and an unrelenting desire to deliver more, faster and with less interruption. In order to achieve this, we need a leading workplace culture that inspires hard work, nurtures ambition and fosters inclusivity. **We want 100% from our team, and in return the team can expect 110% from the Trust.** Our staff team are organised as follows.

### Operations Team

Lead the implementation of ecological restoration works and agricultural advice programmes to improve the freshwater environment.

### Development Team

Provides cross-cutting technical support to our operations and lead our commercial workstreams, that build financial resilience whilst supporting ecological restoration.

### Community Engagement Team

Inspires and empowers local people through education, volunteering, and citizen science initiatives.

### Finance & Administration Team

Delivers the vital support that keeps our organisation running smoothly and effectively.

## Our Ambition in a nutshell

The 2030 Project



### Build on our foundations and hone our USP

We have laid the foundations, and now we're building up. The 2030 project zeros in on what we're best at; delivering meaningful action on the ground.



### Accelerate delivery & challenge the status quo

Recovering our rivers is too slow. We have strategies upon strategies, action plans upon action plans, talking shops, and legislative red tape. We believe there is an approach that can navigate this to bring about change now, not in 20 years' time.



### Doubling our impact

The 2030 project is about growth. We want to deliver more, we want to deliver it faster, and we want to be braver in our approach, to enable us to double our annual delivery output by 2030

# Our working area

We are the only organisation working from source to sea, along Britain's longest river. Our work follows the principles of river catchments – the natural area where rainfall drains into a single river system. Catchments are the building blocks of healthy rivers, and they shape how we organise our operational teams.





# Role purpose

## Financial administration

- Maintain accurate financial records using Xero accounting software
- Process supplier invoices, payments & expenses
- Raise and manage sales invoices
- Perform bank & credit card reconciliations
- Assist with the preparation of cashflow
- Manage the finance email inbox

## Project support

- Assist department leads with financial tracking of grant-funded projects
- Prepare financial reports & collate evidence for funders in line with grant requirements

## Payroll & HR Support

- Support monthly payroll processing
- Administer pension contributions and relevant statutory payments
- Maintain accurate staff finance records

## Financial Reporting & Compliance

- Assist in preparing monthly management accounts
- Support preparation of annual budgets and forecasts
- Assist with year-end accounts and external audit processes





# Person

Skills & Experience & Person	Essential	Desirable
AAT or equivalent accountancy qualification		<input checked="" type="checkbox"/>
Experience in the use of accounting software e.g Xero Accounting, Sage	<input checked="" type="checkbox"/>	
Proficient in Microsoft Excel	<input checked="" type="checkbox"/>	
Excellent attention to detail and high level of accuracy	<input checked="" type="checkbox"/>	
Strong organisational and time management skills	<input checked="" type="checkbox"/>	
Ability to work independently and as part of a small team	<input checked="" type="checkbox"/>	
Experience of charitable accounting		<input checked="" type="checkbox"/>
Experience of monitoring and evaluating projects and preparing budgets		<input checked="" type="checkbox"/>
Problem solver, forward thinking with the ability to use their own initiative	<input checked="" type="checkbox"/>	
Reliable and trustworthy	<input checked="" type="checkbox"/>	
Good communication skills	<input checked="" type="checkbox"/>	
Self-motivated, positive and approachable	<input checked="" type="checkbox"/>	




# Application


For further information or an informal discussion about this role, please contact Jennifer Wharf at [jennifer.wharf@severnrivertrust.com](mailto:jennifer.wharf@severnrivertrust.com)


## How to Apply

To apply, please send:

- Your CV (max. 2 pages) outlining your relevant experience, education, and training.
- An optional cover letter explaining why you are interested in this role and how you meet the requirements,

to  [recruitment@severnrivertrust.com](mailto:recruitment@severnrivertrust.com)

 Deadline for Applications: Midnight, Sunday 15<sup>th</sup> March.

 Interview Date: Week commencing 23<sup>rd</sup> March.

*Please note: We will be reviewing applications as they are received and reserve the right to close the application prior to the deadline as and when we have identified a shortlist.*

*Due to the volume of applications, we are unable to provide feedback for candidates who do not reach the interview stage.*

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## Join Us & Make a Difference!

This is a unique opportunity to kickstart your career in finance, gain hands-on experience, and work with a dedicated team restoring Britain's most iconic river.

Are you ready to be part of the Severn's recovery? Apply today!