



Finance & Administration Officer

Employment Terms

- Role Title: Finance & Administration Officer
- Hosting Organisation: Thames Rivers Trust (TRT)
- Responsible to: Development Phase Programme Manager
- Responsible for: Budget coordination, grant claims, programme administration, and risk management support
- FTE: 0.6
- Contract Type: Fixed term (12 months)
- Start Date: February – March 2026 (subject to The National Lottery Heritage Fund Permission to Start)
- Salary Range: £30,000 - £35,000 (pro-rata)
- Location: Home-based with regular travel to London and Thames Basin partner locations
- Hours of Work: 22.5 hours per week (flexible working arrangements possible)
- Annual Leave: 25 days per year plus public holidays (pro rata)
- Probation Period: 3 months, during which annual leave may be taken only with prior agreement
- Pension: TRT operates a contributory pension scheme; details available on request

Hosting Organisation Overview

Thames Rivers Trust (TRT) is a catchment-based environmental charity that delivers nature-based solutions for river health across the Thames Basin. TRT convenes multi-partner projects that restore habitat, improve water quality, and engage communities in river stewardship. As the coordinating body for the Thames Catchment Community Eels Project (TCCEP), TRT provides leadership in governance, finance, and programme compliance.

The Thames Catchment Community Eels Project (TCCEP) is a £3 million flagship programme delivered by Thames Rivers Trust in partnership with seven NGOs and catchment groups. The Development Phase, supported by The National Lottery Heritage Fund, runs from January 2026 to April 2027 and lays the groundwork for a three-year Delivery Phase (2028–2030) across six sub-catchments. This builds on the successful Phase 1 pilot funded through the Green Recovery Challenge Fund (2020–2022). More info: <https://www.thamesriverstrust.org.uk/thames-catchment-community-eels-project/>

Project Overview

Project Title: Thames Catchment Community Eels Project (TCCEP)

Funded By: The National Lottery Heritage Fund (Development Phase)

Development Phase Duration: January 2026 – December 2026

Coordinating Organisation: Thames Rivers Trust (TRT)





Project Summary: The Thames Catchment Community Eels Project (TCCEP) is a catchment-wide, multi-partner initiative aimed at restoring European eel populations by reconnecting habitats and communities. It builds on a successful pilot funded by The Green Recovery Challenge Fund (2020–2022), which established a partnership delivery model, piloted citizen science barrier mapping and engagement strategies, and generated demand for expanded action. The Development Phase (2026) focuses on feasibility studies, co-designing partnerships, planning capital delivery, and submitting a comprehensive application for the Delivery Phase (2027–2030). The programme is supported by strong governance, rigorous financial management, and a commitment to inclusion and resilience.

Job Summary

The Finance & Administration Officer plays a crucial support role within TRT's Programme Management Office (PMO) for the Development Phase of TCCEP. This position will coordinate the internal financial systems necessary to track, reconcile, and submit partner expenditure claims to The National Lottery Heritage Fund. The role will also assist with risk monitoring, procurement procedures, milestone verification, and cross-programme collaboration with consultants and delivery partners. This is a highly organised role requiring financial precision, strong communication skills, and a collaborative approach. The Officer will work closely with the Programme Manager, Fundraising Consultant, and external partners to ensure audit-ready documentation, timely claims, and adherence to The Heritage Fund and internal financial policies.

Key Responsibilities

Project Management and Delivery

- Maintain the Development Phase master budget and track partner-level allocations and forecasts
- Coordinate monthly internal reporting on financial progress against plan
- Review, reconcile, and compile financial documentation and partner invoices for The Heritage Fund claims
- Support the development and implementation of payment schedules, budget trackers, and procurement logs

Stakeholder Engagement and Coordination

- Liaise with delivery partners to ensure financial information is submitted on time and in standard formats
- Support induction and training sessions on claims processes and compliance documentation
- Provide finance support to TRT colleagues and work collaboratively with delivery and admin teams

Communications and Reporting





- Prepare monthly drawdown forms for The Heritage Fund including supporting documentation and expenditure summaries
- Contribute to progress reports and internal dashboards
- Maintain clear, shared filing systems for financial, procurement, and milestone evidence

Legacy and Strategy

- Help develop a finance and compliance toolkit for the Delivery Phase
- Provide data to inform cash flow planning and risk register updates
- Capture lessons learned to inform improvements to claims and administration systems

Person Specification

Essential

- Proven experience in finance, grants administration, or budget coordination in a not-for-profit or multi-partner project environment
- Strong organisational and data management skills
- Proficiency with Excel and document control systems
- Proficiency with Xero accountancy software
- Ability to work methodically and meet deadlines
- Clear communicator with the ability to explain financial processes to non-specialist audiences
- Commitment to equity, transparency, and collaboration

Desirable

- Familiarity with The Heritage Fund or similar funder claims systems
- Experience supporting audit or assurance processes
- Understanding of procurement rules, financial risk tracking, or charitable accounting
- Interest in environmental, heritage, or catchment-based projects

Additional Requirements

- Willingness to travel occasionally to meetings or site visits in the Thames Basin
- Ability to work flexibly to meet month-end reporting cycles or claims deadlines

Conditions of Service

- Fixed term for one year, though we would look to extend the role, subject to alternative funding being available to cover the period between the end of the Development Phase and commencement of the Delivery Phase (3-5 months)
- Standard working week is 22.5 hours, with flexible working arrangements considered
- The role may involve fieldwork, travelling to meetings across the Thames Basin, and working outdoors in varying conditions
- No overtime will be paid; time off in lieu may be taken with prior agreement



Application Process

To apply, please send:

- A CV (no more than 2 pages)
- A one-page covering letter detailing your interest and suitability for the role

Send applications to: info@thamesriverstrust.org.uk

Deadline: 11.59pm Friday 16th January 2026

Interviews: 27th – 30th January 2026

If you would like to discuss the role, please contact: info@thamesriverstrust.org.uk