



Green
Action
Trust

RECRUITMENT PACK

Project Accountant

£32,451

Full Time (35hrs/week)

THE OPPORTUNITY

Overview

The Green Action Trust is Scotland's leading environmental regeneration charity and a trusted delivery partner for the Scottish Government and a wide range of public, private and non-profit stakeholders.

To further our work turning policy into action on climate change, biodiversity and environmental inequality, we are pleased to be recruiting for a Project Accountant. As part of a multi-disciplinary team, this role will be key to the successful delivery of an ambitious multiyear project (the River Park Programme) and to supporting a wide range of Operations projects. You will work with staff, funders, partners and stakeholders to deliver excellent results within our organisation.

This will be a critical role, providing financial oversight and control for project budgets and expenditures. The Project Accountant will be responsible for managing financial aspects of projects, ensuring compliance with funding requirements, and supporting accurate financial reporting.

You will be looking for an opportunity to take your skills, knowledge and experience to the next level, and will thrive on growing and supporting others, operating as an exemplar in your field.

This is an outstanding opportunity for an experienced, innovative and ambitious professional to join a dedicated and motivated team at an exciting point in our development to help us deliver on ambitious goals for growth.

Key Information

Job Title

Project Accountant

Salary

£32,451 (AM3 Pt2)

Hours

Full time 35 hrs / week

Location

Stepps, Glasgow / hybrid

Reports to

Head of Finance

Direct Reports

None

Key Relationships

- Operations & Strategy teams
- Management team
- External stakeholders
- Funders

ROLE DESCRIPTION

Key Responsibilities

- Manage project budgets and financial forecasts to ensure projects are delivered within budget
- Review and analyse project costs, identifying variances and create financial reports providing insights on projects' financial performance.
- Support colleagues in the preparation of cash flows, bills of quantities, calculation and production of valuation certificates, confirming project instructions and reporting on project contingencies.
- Undertake financial actions from contract administration procedures, such as obtaining quotes, operating tenders, placing procurement confirmations, confirmation of purchase orders and authorising invoices.
- Collaborate with relevant colleagues to monitor project progress and financial performance.
- Assist in the preparation of financial reports for project stakeholders and funding bodies.
- Secure project income by raising sales invoices and claiming grant income.
- Maintain accurate project accounting records and documentation.
- Support the Head of Finance in ad-hoc financial analysis and reporting as required.
- Support all colleagues by undertaking project financial administration.
- Undertake such work as may be considered necessary from time to time, up to or on a level with the main responsibilities of the post.
- Foster effective internal relationships with colleagues to enable two-way information sharing that improves business performance. Work closely with the Operations & Strategy Teams to help ensure projects are planned and managed accordingly.
- Cultivate and maintain positive working relationships with external organisations in the private, public, and third sectors, promoting the work of the Trust to all existing and potential stakeholders, partners, customers, clients, sponsors, and suppliers.

CANDIDATE PROFILE



Experience

- Experience of the financial implications of managing contracts from creation through execution to completion, ensuring insurances, contract instructions, variations, practical completion and defects are all dealt with timeously and in line with financial procedures.
- Experience of preparing and updating project financial plans and supporting colleagues preparing bills of quantity and contract documents.
- Experience in compiling tender documentation and use of bills of quantity for projects, in line with current procurement procedures.
- Experience of preparing cash flows and updating forecasts for contract administration within a project-based environment.
- Experience of grant claims for projects with multiple major funders. Desirable, experience of National Lottery Heritage Fund grant claims.
- Desirable, experience of using Public Contracts Scotland to procure services.

Knowledge & Skills

- Strong analytical skills and attention to detail.
- Excellent communication and interpersonal skills for effective collaboration with cross-function teams.
- Knowledge of financial management systems (Sage 200) and a high level of proficiency in Microsoft Excel.
- Experience of extracting data from a Sage system and converting this into reports using both the Sage Report Generator and MS excel.
- Desirable, experience of working with SharePoint to support the role responsibilities.

Qualifications

- A relevant accountancy qualification, or working towards one, is essential (or equivalent experience).
- Desirable, evidence of continued professional development.
- Professional membership of an industry institute or willing to work towards one.

WORKING FOR US

“Sustainable development is at the core of the Trust’s Vision and Mission and the work that we undertake across Scotland.

We look forward to working together to continue our commitment to the United Nations Sustainable Development Goals, supporting action that will address the climate challenges that lie ahead of us.”

Michael Roe
Chair, Green Action Trust



WORKING FOR US

Our Culture

Green Action Trust is a friendly, positive and collaborative place. People are at the heart of what we do.

You will be joining a small but motivated team who are passionate about making a difference to climate adaptation, sustainability, biodiversity, environmental impacts and health and wellbeing through engaging communities and partners.



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I've really enjoyed my time at Green Action Trust so far, and learning about the different programmes and projects that we deliver. My work with the Trust is interesting and varied, and it's great to be part of such a welcoming team.

I also really value working for an organisation that makes a tangible difference to the climate and environment.

Hannah, Communications Officer

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It's great to be able to focus on delivering projects on the ground and really feel like I'm making a difference to the environment and local communities. Working for the Trust is very different from my previous role in local government – in a good way! Being part of a small organisation means it's easier to make decisions and get things done. Working with colleagues whose goals are the same as mine and are focused on finding solutions makes this a refreshing workplace to be part of.

Louisa, Head of Operations



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EMPLOYEE BENEFITS



At Green Action Trust, we believe our employees should be well rewarded for their work. We offer a variety of benefits and rewards to support our employees, including:

Benefits at Work

- 35-hour work week
- 25-30 days annual leave
- 9 bank holidays
- Family-friendly policies
- Long service awards
- Professional membership subscription
- Enhanced mileage rates
- Skills development

Benefits for Health

- Private healthcare
- Annual health check*
- Discounted gym membership*
- Enhanced sick pay
- Period & menopause friendly employer
- Employee assistance programme

Lifestyle Benefits

- Hybrid working policy
- Flexible working arrangements

Community & Social Benefits

- Social activities & events
- 7 hours volunteering leave
- Green activities

Financial Security Benefits

- Contributory pension (8.25% employer, 4% employee)
- Income protection
- 4x life insurance
- Interest free staff loans for purchases
- Savings club
- Living wage employer

*as part of private healthcare. Benefits are reviewed regularly and may be subject to change.

APPLYING FOR THE ROLE

Equality, Diversity & Inclusion

Green Action Trust strives to be a diverse and inclusive place where we can all be ourselves and we are committed to equality of opportunity for all staff.

Individuals are encouraged to apply regardless of age, disability, gender, sexual orientation, race or ethnicity, religion or belief.

In order to monitor the effectiveness of our policy, all applicants are asked to complete an Equal Opportunities form by visiting the following link or by scanning the QR code.

<https://uk.surveymonkey.com/r/GAT-EqualOpps>



Further Information

We encourage applicants to get in touch for an informal discussion about the role. To arrange this, please email Rebecca Robertson at:

rebecca.robertson@greenactiontrust.org

To Apply

To apply for this position, please complete a [Candidate Application Form](#).

This should be emailed (with the job role as the subject header) together with your cover letter (no more than 2 pages of A4) and a completed copy of our [Criminal Conviction Declaration Form](#) to:

recruitment@greenactiontrust.org

Closing Date: Monday 14th April 2025 at end of day.

Interviews will be scheduled week commencing 21st April 2025 . Please notify us of any unsuitable dates and we will try to accommodate these.



**Green
Action
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POSITIVE CHANGE THROUGH ENVIRONMENTAL REGENERATION

greenactiontrust.org