



Green
Action
Trust

RECRUITMENT PACK

Head of Finance

£49,386 (starting salary)

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 across Scotland.

We provide end-to-end project solutions across a number of environmental areas and are responsible for driving the delivery of the Central Scotland Green Network, a national development and one of the most ambitious green infrastructure programmes in Europe.

To advance our efforts in turning policy into meaningful actions on climate change, including boosting biodiversity, fostering more sustainable communities, and tackling environmental inequality, we are excited to announce the recruitment for a Head of Finance.

In this role, you will be responsible for providing strategic financial leadership, ensuring compliance and transparency, and supporting the Trust in achieving its mission effectively and sustainably. The Head of Finance will also work closely with the Director of Finance to produce financial reports and analysis that provide accurate and timely financial performance information on all aspects of the organisation's operations.

The Head of Directorate roles are necessary to drive the design, development, and delivery of the organisation's functions. They will provide the specialist leadership and organisational awareness needed to develop the cross-functional, collaborative approach needed to deliver "Positive change through environmental regeneration".

We actively encourage applications from people of all backgrounds, cultures, and experiences, recognising the strength that diversity brings to our work and leadership.

Key Information

Job Title:

Head of Finance

Salary:

£49,386 (AM6 Pt1)

Hours:

Full-time (35hrs/week).

Location:

Steps (Glasgow)/Hybrid

Reports to:

Director of Finance

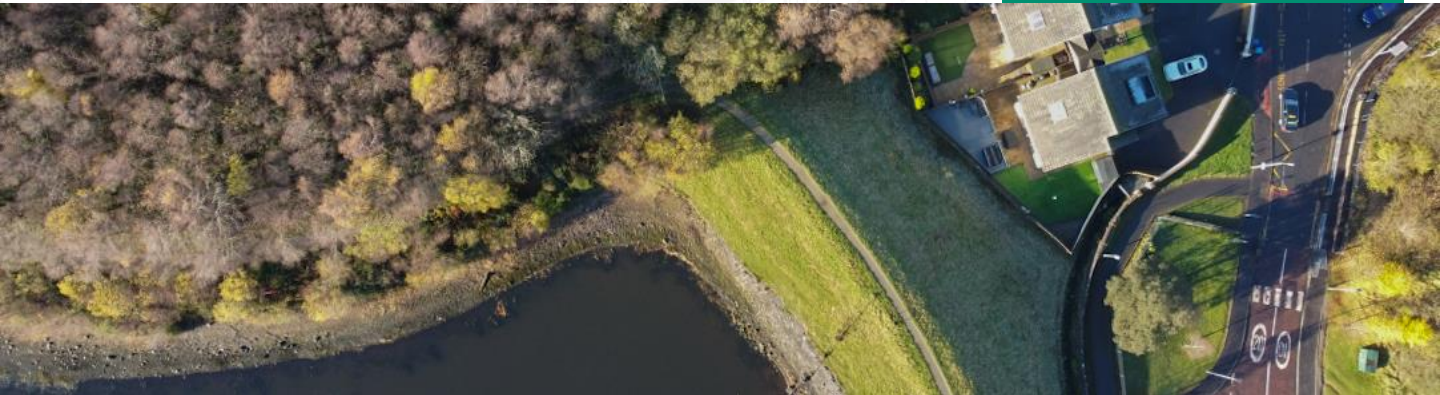
Direct Reports:

Finance Officer

Project Manager (Finance)

Key Relationships

- Directorate Heads
- Financial Regulators
- Auditor
- Banks





ROLE DESCRIPTION

Key Responsibilities

- **Financial Support:** Act as a trusted advisor to the Board, senior management, and staff members, contributing to strategic decision-making and organisational growth. This may involve financial training and mentoring.
- **Financial Leadership:** Provide strategic financial leadership, supporting the Director of Finance in developing and overseeing the Trust's financial strategy, including short-term and long-term financial planning.
- **Financial Management:** Lead on financial planning, budgeting, forecasting, and reporting (to both internal stakeholders and external parties, e.g., funders and regulators) to ensure informed decision-making at all levels. This also includes implementing continuous improvement in finance processes, systems, and practices to support organisational sustainability.
- **Compliance and Governance:** Ensure compliance with legal, regulatory, and governance requirements, and maintain strong financial controls and procedures.
- **Cashflow & Risk Management:** Monitor cash flows regularly, identify and assess financial risks faced by the charity to safeguard the Trust's assets and resources. Implement appropriate strategies, including managing investments and insurance policies, to mitigate these risks effectively.
- **Grant Management:** Oversee the financial aspects of grants and funding, ensuring transparency and compliance. This involves working closely with other Heads of Directorate to ensure resources are allocated effectively across the organisation.
- **Team Leadership & Development:** Lead, support, and develop the finance team, fostering an inclusive, collaborative, and high-performing culture. Foster effective working relationships with other colleagues to enable two-way information sharing.

CANDIDATE PROFILE



Experience

- Previous experience in financial reporting within a complex financial structure.
- An understanding of cost centre structures and job cost reporting.
- Familiarity with the full-cost recovery principles and their impact on producing cost estimates.
- Previous knowledge of Sage accounting software, and familiarity with the daily operation of Sage accounting systems.
- Experience in reconciling the profit and loss accounts with the job costing analysis.
- Demonstrable experience of successfully developing and implementing strategic plans and managing complex projects.

Knowledge & Skills

- Proven expertise in organisational finance and structures, including budget management, financial analysis, funding, and resource allocation.
- Comfortable with sustained working on financial details (minutia), evaluating financial performance, and undertaking transaction analysis.
- Skilled at producing clear, accessible reports and analysis tailored to different audiences.
- Strong leadership, communication, and interpersonal skills, with the ability to inspire others and collaborate across the Trust's teams.
- Able to build and maintain effective, positive relationships with diverse stakeholders.
- Strategic thinker with vision and sound judgement, able to balance detail with long-term priorities. Well organised and resilient, with the ability to manage competing demands in a dynamic environment.
- Commitment to environmental sustainability and an understanding of the role of finance in supporting positive social and environmental outcomes.

Qualifications

- CIMA/ACCA qualified (part or full).
- Bachelor's Degree, or equivalent work experience of responsibility for operating an accounting function and producing statutory reports, preferably in the charity sector.

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.”

Tom Campbell
Chief Executive, 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.

At the Green Action Trust, we are committed to building an inclusive workplace where everyone feels valued, respected, and able to contribute to our shared mission.



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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.

Patrycja, Communications and Engagement Assistant

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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 days of annual leave
- 9 bank holidays
- Family-friendly policies
- Long service awards
- Professional membership subscription
- Above statutory mileage rates
- Skills development

Benefits for Health

- Private healthcare
- Annual health check
- 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
- Opportunity to join the office Greening Group and EDI Group

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

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.

To monitor the effectiveness of our policy, all applicants are asked to complete an **Equal Opportunities Form** by scanning the QR code.

EQUAL OPPORTUNITIES
QUESTIONNAIRE



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 role, please follow the link, download and complete our [Candidate Application Form](#).

This should be emailed (with the job role as the subject header) to:
recruitment@greenactiontrust.org

Closing Date: Monday 20th October 2025 (11:59 pm UK time)

Interviews will be scheduled for the following week after the closing date. Please notify us of any unsuitable dates, and we will try to accommodate them.



POSITIVE CHANGE THROUGH ENVIRONMENTAL REGENERATION

greenactiontrust.org