



**Green
Action
Trust**

RECRUITMENT PACK

Project Accountant

£27,300 - £32,461 (salary dependent on experience)

Full-time (35hrs/week)

Closing date: 01/03/2026

THE OPPORTUNITY

Overview

The Green Action Trust is Scotland's leading environmental regeneration charity and a trusted delivery partner for the Scottish Government, as well as a wide range of public, private and non-profit stakeholders. We are passionate about delivering positive environmental solutions and driving social change across the country. We are seeking candidates who share our passion and want to help us deliver tangible impact, as we turn policies into action.

We are looking for an enthusiastic, hands-on Project Accountant to join our Finance team, who would be eager to immerse themselves within the commercial delivery side of the organisation and provide financial oversight across our portfolio of projects.

This is a fantastic opportunity for a motivated individual who is either starting their career in accounting and finance, or a professional with some prior experience (see salary scale). You will be joining a small, dedicated, and multidisciplinary team at an exciting stage in our development, and your role will be crucial in achieving our project goals to the highest possible standards, delivered on time, and within budget.

Key Information

Job Title:

Project Accountant

Starting Salary:

£27,300 (ST1- ST2)
dependent on experience

Hours:

Full-time (35hrs/week).

Location:

Hybrid (WFH/Stepps)

Reports to:

Head of Finance
Director of Finance

Key Relationships:

- Project Operations Team
- Finance Team

ROLE DESCRIPTION & CANDIDATE PROFILE

Key Responsibilities

- Review new project proposals and ensure compliance with Finance policy.
- Establish cost budgets in collaboration with the Operations team.
- Establish and maintain Bills of Quantity schedules.
- Establish invoice milestone schedules and oversee eligible revenue recognition.
- Prepare & maintain project cashflow forecasts.
- Prepare monthly project accounting reports for review with the Operations team.
- Analyse actuals vs budget and provide variance analysis commentary.
- Maintain the project risk register.
- Feedback project financial updates into Finance's strategic forecast.
- Support the delivery of the wider Green Action Trust's Business Plan.

Required Experience & Skills

- **Essential:** strong analytical skills and attention to detail.
- **Essential:** excellent communication and interpersonal skills, for effective collaboration with cross-functional teams.
- **Essential:** Proficiency in MS Excel and other MS tools and apps.
- **Desirable:** Degree, or relevant accountancy qualification (or working towards one). Alternatively, demonstrable work experience.
- **Desirable:** prior knowledge of Sage 200 accounting software and familiarity with the daily operation of accounting systems.
- **Desirable:** previous experience in contract management, working with grant claims, preparing bills of quantity, compiling tender documentation.
- **Desirable:** previous experience of working within the charity or environmental 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 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 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. We are committed to providing equal opportunities for all. And supporting our 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 EDI 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 our Head of Finance, Kevin Constable, at: kevin.constable@greenactiontrust.org

Application Process:

To apply for this role, please submit your CV (2 pages max) and Covering Letter (2 pages max) explaining your motivation and suitability for the role. In your Covering Letter, please state clearly how you are meeting the essential and desirable role criteria.

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

Closing Date: Sunday 1st March 2026 at 23:59 GMT

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

Applications are encouraged to apply early, as we may close the position based on the volume of applications received.



**Green
Action
Trust**

POSITIVE CHANGE THROUGH ENVIRONMENTAL REGENERATION

greenactiontrust.org

