Arnside & Silverdale Landscape Connections

Made possible with Heritage Fund

Role Profile

Job Title: Finance Assistant (Arnside & Silverdale Landscape Connections Development Phase)

Salary: £28,000 per annum pro-rata

Line Manager: Morecambe Bay Partnership CEO

Contract: 0.4 FTE Fixed term for 24 months

Arnside & Silverdale Landscape Connections is a partnership project focused on the Arnside & Silverdale National Landscape, funded by the National Lottery Heritage Fund under their Landscape Connections Strategic Initiative.

This role is line managed by the MBP CEO. The postholder will work closely with the Project Manager, Project Coordinator and MBP Finance Officer to ensure project financial information is accurate, up to date and available for reporting, decision-making and funder compliance.

Key purpose:

The Finance Assistant will deliver accurate, efficient, and compliant financial administration for the Landscape Connections project, while also providing support to wider organisational finance processes as required. This role will maintain clear financial records and supporting evidence required for NLHF grant claims, audit checks and project reporting. It will ensure the smooth day-to-day running of all Landscape Connections project-related financial tasks and contributes to maintaining effective financial operations across the organisation. Working closely with internal and external project delivery staff, as well as colleagues involved in other project activities, the Finance Assistant will be responsible for accurate handling of routine financial tasks, data entry, and documentation.

Key responsibilities

Financial Management & Bookkeeping Support

- Enter income, expenditure, and financial data into Xero.
- Upload invoices, receipts, and supporting documentation.
- Maintain accurate income tracking schedules.
- Carry out initial bank reconciliations for review.
- Run and match recurring transactions in Xero.

- Set up and maintain repeating bills and invoices.

Payroll & Compliance Administration

- Maintain donor and contribution records for Gift Aid purposes.

Budget & Project Finance Support

- Support the collation and checking of partner financial returns, timesheets, match funding evidence or in-kind contribution records, where required
- Maintain and update live financial reporting documents for Landscape Connections project to ensure financial information is accurate, current and aligned with project delivery needs.
- Liaise with external partners to monitor expenditure against the project budget including vetting invoices and preparing payment requests.
- Prepare monthly financial activity reports comparing actual Landscape Connections Project expenditure against the approved budget.
- Assist with the preparation and update of other project budget reporting documentation within the organisation as required.

Cashflow & Investment Support

- Update cashflow spreadsheets with payments and income for the Landscape Connections project.

Systems, Controls & Data Management

- Ensure financial documents are well organised and stored correctly.
- Maintain the donor database with accurate and GDPR-compliant data.
- Assist with documenting financial procedures and guidance.

Carbon & Environmental Reporting Support

- Collect and log data required for CO_2/emissions reporting.
- Liaise with staff to gather environmental information.
- Maintain annual environmental data logs.

This role profile outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. **These are covered in the work plan for the post.**

The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post and which arise out of changes of legislation, regulations, orders, funding commitments, rules and working practices, methods and procedures and reviews, as directed from time to time.

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Person Specification

Essential

- Experience in finance administration, bookkeeping, or a similar support role.
- Basic understanding of bookkeeping principles.
- Good IT skills, especially Excel.
- Strong accuracy and attention to detail.
- Ability to handle routine tasks reliably and independently.
- Good organisational skills and ability to manage multiple deadlines.
- Clear communication skills with non-finance colleagues.

Desirable

- Experience using Xero (training can be provided).
- Experience in a nonprofit, charity, or small organisation.
- Knowledge of Gift Aid, payroll basics, or funder reporting.
- Working towards AAT Level 2 or 3 (or equivalent).