

We're Hiring!

Finance & Administration Officer

Are you ready for a new challenge? Looking for a rewarding role in Marine Conservation?

We are Project Seagrass, a global charity working to save the world's seagrass meadows. We're on a mission to lead societal change to enable the recognition, recovery, and resilience of seagrass ecosystems globally—ecosystems that provide biodiversity, equitable and sustainable livelihoods, and planetary life support.

We lead, champion and communicate cutting-edge scientific research. We work with governments, NGOs, universities, businesses, communities and change makers to conduct participatory science and deliver collaborative action. We provide tailored support that is both adaptive and transformative to enable others to save the world's seagrass, whether that's with capacity, engagement, learning or resources. To save the world's seagrass, we need to have a collective passion and drive to understand seagrass and work to conserve it.

Sound like an organisation you'd like to be part of?

This role provides essential finance and administrative support across the organisation, with a strong focus on **day-to-day financial administration**. The postholder will play a key role in supporting the Finance Manager by taking on routine financial processes and coordination, ensuring accuracy, efficiency, consistency and compliance

This is a varied and practical role, ideal for someone who is highly organised, proactive and comfortable working across multiple projects and funding streams.

As well as this, the role will be responsible for:

- Supporting day-to-day financial processes of the organisation.
- Processing purchase orders, invoices and expense claims in a timely and accurate manner, ensuring compliance with internal policies and procedures.
- Supporting procurement processes, including obtaining quotes and tracking purchases.

The successful applicant will have the following skills & experience:

- Minimum 2 years' experience in a finance administration role, supporting financial processes (e.g. invoicing, expenses, procurement).
- Experience using accounting software (Xero, Sage or similar).

Benefits of working with Project Seagrass

- Hybrid & flexible working
- Generous leave allowance
- 5% pension contribution
- Employee Assistance Programme
- Bike to work scheme members

For the full job description, personal profile and to apply please see the link below:

<https://form.jotform.com/261333527083353>

Closing Date: 12th June 2026 (5pm)

If you have any questions regarding the role please contact emma.p@projectseagrass.org