



## **Finance Assistant - Job Pack**

Thank you for your interest in working with The Comfrey Project in the role of Finance Assistant.

The closing date for applications is **Monday 12th January 2026 at 12pm noon.**

In this Job Pack you will find:

- Post Overview
- About The Comfrey Project
- Purpose of the Role
- Main Responsibilities
- Person Specification
- Valued Behaviours
- Information and Guidance on How to Apply
- Selection Process
- Getting in Touch

## Overview

<b>Job Title:</b>	Finance Assistant		
<b>Pay:</b>	FTE £26,227.50 pro rata (actual: £11,190.40)	<b>Location:</b>	Windmill Hills Centre, Gateshead NE8 1QB
<b>Hours:</b>	16 hours/week	<b>Annual Leave:</b>	32 days/240 hours per year, pro rata. This includes the usual bank/public holidays (8 days)
<b>Contract type:</b>	Fixed term for 2 years	<b>Reporting to:</b>	Director
<b>Start Date:</b>	As soon as possible		
<b>Equality &amp; Diversity:</b> The Comfrey Project strives to be an equal opportunities employer and welcomes applications from all sectors of society.			
<b>Flexible Working:</b> The role is primarily office-based with occasional work-from-home, over fixed hours to suit the needs of the organisation and agreed with the successful candidate. Occasional out-of-hours and lone working may be required from time to time.			
<b>Appointment to this role is subject to full references and clear Disclosure and Barring Service (DBS) checks.</b> <b>The successful candidate will be subject to a 6-month probationary period.</b>			

## About The Comfrey Project

**The Comfrey Project** is a charitable organisation which promotes personal wellbeing and community integration for refugees and people seeking asylum, through predominantly nature-based activities. Participants take part in regular learning and volunteering group activities. Sessions take place in our community centre and garden in Bensham, Gateshead, as well as in the local community. Main activities include gardening, beekeeping, construction, cooking, conversation classes, arts & crafts and more.

**Our aim** is to nurture a safe and welcoming environment that provides a sense of belonging and empowers people to build resilience, confidence, support networks and skills.

## **Purpose of the Role**

This is an opportunity to join our small and dynamic team. You will work closely with our team of staff, trustees and volunteers to help us realise our ambitious plans for the future, by providing a robust underpinning of financial policies, systems and internal controls.

Work hours will be agreed to fit the organisation's needs and the availability of the successful candidate. The work will be mostly carried out in the office although some work from home will be possible to organise from time to time.

The post is currently advertised as a 2 year fixed contract, with the possibility of becoming permanent depending on funding.

## **Main Responsibilities**

- Maintain financial monitoring systems (Quickbooks) up-to-date, in a timely and accurate manner;
- Process invoices, expense claims and bills;
- Manage Petty Cash replenishment and reconciliation;
- Support travel expense reimbursements;
- Carry out bank account and balance sheet reconciliation;
- Produce monthly Management Accounts and Cashflow Forecast;
- Prepare financial reports for quarterly trustee meetings;
- Carry out regular timely paper and digital filing;
- Support the production of annual accounts;
- Support the Director and trustees with the development of an annual budget for the charity, as well as project budgets as required;
- Prepare Gift Aid claims in a timely manner ensuring compliance;
- Support the review and development of financial policies and procedures as well as their implementation throughout the organisation;

*Any other duties as they may arise.*

## Person Specification

We are interested in hearing from experienced and confident financial administrators, keen to be part of a small, dynamic team and to work collaboratively to advance the vision and the aims of The Comfrey Project. A positive, 'can-do' attitude and ability to adapt quickly are essential to respond to the lively, busy environment here. Being able to multitask while remaining highly organised are crucial skills in order to successfully manage your priorities.

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>		
Degree in Finance/Accounting or relevant experience	✓	
<b>Experience</b>		
A minimum of 2 years of experience in a finance administration role	✓	
Experience bookkeeping using digital accounting software	✓	
Experience preparing financial reports, including management accounts	✓	
Some experience budgeting and forecasting	✓	
Experience monitoring cash flow	✓	
Experience with bank and balance sheet reconciliation	✓	
Experience processing invoices, expenses, and payments	✓	
Experience using QuickBooks		✓
Experience with grant management and reporting		✓
Experience working within a non-profit organisation		✓
Experience working with volunteers		✓
<b>Skills</b>		
Strong financial analytical and problem-solving skills	✓	
Excellent working knowledge of Microsoft Excel	✓	
Clear written and verbal skills for explaining financial information	✓	
Excellent organisational and multi-tasking skills with an ability to prioritise effectively	✓	
<b>Attributes</b>		
Being thorough with a great attention to detail	✓	
Able to remain calm and focused under pressure	✓	
Able to work autonomously and be proactive	✓	
Committed to equal opportunities	✓	

## The Comfrey Project's Valued Behaviours

<p><b>Organised, focused and clear</b></p> <p>This means...</p> <ul style="list-style-type: none"> <li>• We understand our roles, our organisation and how they fit together</li> <li>• Being really, really organised!</li> <li>• Taking pride in our work</li> </ul>
<p><b>Flexible and adaptable</b></p> <p>This means...</p> <ul style="list-style-type: none"> <li>• We're willing to muck in! Good at juggling! (Multi-tasking)</li> <li>• We want to grow and develop our roles (working this out together)</li> </ul>
<p><b>Motivated, positive and optimistic</b></p> <p>This means...</p> <ul style="list-style-type: none"> <li>• We're future focused - our glass is always 'half full'!</li> <li>• We're eager, enthusiastic, ambitious, curious – keen to explore and learn</li> </ul>
<p><b>Collaborative and empowering</b></p> <p>This means...</p> <ul style="list-style-type: none"> <li>• We strive to help others work out what to do, rather than telling</li> <li>• We prefer nudging from behind rather than pulling from the front</li> </ul>
<p><b>Empathetic, reflective and self-aware</b></p> <p>This means...</p> <ul style="list-style-type: none"> <li>• We empathise with people and care deeply for the cause</li> <li>• We know our own strengths and weaknesses and understand how these impact on others</li> <li>• We're able to reflect on activities and learn from them</li> </ul>

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## Information and Guidance on How to Apply

- Applications close on **Monday 12th January 2026 at 12pm noon.**
- Interviews are expected to be held on the week beginning **Monday 19th January 2026.**

If you wish to apply for this position please complete an application form. This can be found on our website here:

[thecomfreyproject.org.uk/get-involved/vacancies/](https://thecomfreyproject.org.uk/get-involved/vacancies/)

When completing your application please outline why you are interested in this position and ensure you provide evidence of your suitability by making reference to the Purpose and Responsibilities of the role, to the Person Specification and the Valued Behaviours in this Job Pack, paying particular focus to the essential criteria.

If you need help completing the application form, please do not hesitate to contact us.

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## Selection Process

Short-listed candidates will be invited to a formal interview. Interviews are expected to take place on the week beginning **Monday 19th January 2026**

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## Getting in Touch

If you have any questions or wish to discuss this role, please let us know by email on [info@thecomfreyproject.org.uk](mailto:info@thecomfreyproject.org.uk) and we are more than happy to organise a telephone chat or a meeting with you (in person or on Zoom).