

# JOB DESCRIPTION: Office Administrator and Book-keeper

## Introduction

Thank you very much for your interest in the role of Office Administrator and Book-keeper at Footprint Ecology.

Footprint Ecology is a small team of experienced and dedicated ecologists. For 20 years, we have been at the forefront of innovative, evidence-led nature conservation, working with those who share our values towards our goal of a flourishing natural world. Footprint Ecology became employee-owned in 2023.

## Job purpose

We are looking for a new Office Administrator and Book-keeper to be part of the team at Footprint Ecology. They will be responsible for maintaining accurate financial records and supporting the smooth day-to-day running of our office near Wareham. You can read more about the role below and find more information about Footprint Ecology on our [website](#).

## About us

### Our culture

Our core values are:

#### Passion



We care deeply about the natural world.

#### Integrity



How we work, and who we work with, are as important as what we work on.

#### Support



We are an empowered, diversely skilled, close-knit team who value each other.

We are proud to be employee-owned, a transition made to safeguard our future and our ethics. This ownership structure provides all employees with more influence, information and reward. Footprint Ecology is owned by the Footprint Ecology Employee Ownership Trust which is overseen by a corporate trustee whose directors (including an employee representative) hold the company directors to account on behalf of all employees.

We recognise that Footprint Ecology's most important assets are its people. We aim to cultivate an inclusive workspace that is free from discrimination, where differences are celebrated and everyone is supported to flourish.

### **What we do**

We advise and collaborate with non-commercial organisations to conserve and restore nature, specialising in the interface between people and the environment. We do this by:

- Translating our values into how we run our day-to-day business. We run a sustainable, ethical consultancy.
- Working with those who share our values. We do not work for commercial developers.
- Working with our clients to find collaborative solutions to complex problems.
- As leaders in our field we have a depth of expertise and unrivalled experience built over 20 years.
- Enjoying our diverse portfolio across nature conservation, recreation and associated strategic planning.

### **How we work**

Footprint Ecology operates from its main office in Purbeck. We currently have 10 members of staff (including full-time and part-time) plus a team of subcontractors who work with us on bird, plant and visitor surveys. Our main office in Wareham Forest is the hub of the company, with some staff currently home-based and working from Hampshire, Cornwall and Gloucestershire. The Finance and Office Administrator will be based at the Wareham office.

## **Job description**

| Role            | Office Administrator and Book-keeper                                                      |
|-----------------|-------------------------------------------------------------------------------------------|
| Overall purpose | Provide book-keeping and financial support and help with the smooth running of our office |
| Salary          | £27,000 - £30,000 full time equivalent                                                    |
| Hours           | 22.5 hours per week                                                                       |
| Contract type   | 6 month contract with potential to extend                                                 |
| Responsible to  | Senior leadership team                                                                    |
| Location        | Forest Office, Wareham, Dorset, BH20 7PA.                                                 |

## Book-keeping/Accounts

- Maintain financial records (income and expenditure, using QuickBooks).
- Raise invoices that are due (according to schedules set out in contract paperwork).
- Prepare data for financial reports, budgets and quarterly reports.
- Liaise as necessary with our accountants for statutory reporting purposes.
- Assist in preparing budgets.
- Oversee payroll and payslips for all staff plus expense claims.
- Issue contracts for sub-contractors.
- Undertake financial evaluation of completed contracts.

## Office Management

- Manage incoming phone calls, emails and general correspondence.
- Assisting with preparation of proposals and submission of company insurance documents.
- Maintain the company asset register and equipment inventory for kit used in fieldwork by employees and sub-contractors.
- Manage leased company vehicle, including legal compliance.
- Oversee the smooth running of the office environment, including supervising cleaners, managing room bookings, receiving deliveries, ordering and restocking office supplies and refreshments etc.
- Schedule and provide information for monthly team meetings.
- Manage and store the company's records.

## Other Duties:

- Work closely with other staff and assist with general activities including answering general enquiries.
- Occasionally undertake contract specific work, such as data entry and proof reading.
- Undertake additional duties as directed by Footprint Ecology Directors.
- Carry out the job responsibilities in an environmentally aware manner, ensuring as little damage to the environment as possible; ensure all

resources are utilised effectively and efficiently; apply 'sound value for money' principles in undertaking purchasing or supply of goods and services.

## **What we need you to bring**

You will thrive in this role if you:

- Are highly organised, reliable and confident working with numbers.
- Have excellent attention to detail and are able to maintain accurate records.
- Have a high level of discretion when handling confidential financial information.
- Are approachable with a professional telephone manner and good written communication skills.
- Are a team player, comfortable working collaboratively within a small team.

You will need:

- A qualification or 3 years of experience of book-keeping.
- Previous experience in office support, bookkeeping and financial administration.
- IT literacy (e.g. Outlook, Word, Excel, Teams, SharePoint etc.).
- Experience of using QuickBooks accounting software.

Ideally you will:

- Have experience working as part of a small, highly committed team.
- Have an interest in wildlife and the natural environment.

## **What we will offer in return**

- Working with a friendly, supportive team in a lovely environment.
- Flexible working.
- Cycle to work scheme (spread the cost of new cycle equipment).
- Two paid volunteer days per year.
- Employee assistance programme.
- Annual allowance for clothing for work.
- Generous leave allowance (linked to length of service).
- Family friendly (enhanced maternity/paternity/adoption pay and parental leave opportunities).
- Generous pension scheme.
- We are an accredited Real Living Wage employer.
- Weekly yoga.
- Free parking and workplace EV charging.
- Regular whole-team field trips.

## Application guidelines

Please apply by sending a covering letter explaining how you feel you meet the requirements for this job and would fit in with our values-driven company.

Please also include a CV. Deadline for receipt of applications is Wednesday 7<sup>th</sup> October 2026. Shortlisted candidates will be invited for an in-person interview at our office just outside Wareham in Dorset. Interviews will be during the week of the 12<sup>th</sup> October (please let us know in your application if you are unable to make these dates; we may be able to arrange an alternative).

If you would like to discuss the role further, please contact our Practice Manager Fenella Lewin ([fenella@footprint-ecology.co.uk](mailto:fenella@footprint-ecology.co.uk), 01929 552444) in the first instance.

Please note that are unable to recruit anyone who does not have a legal right to work in the UK. Unfortunately, we cannot provide visa sponsorship.

If you require reasonable adjustments in the application process, please email [Fenella@footprint-ecology.co.uk](mailto:Fenella@footprint-ecology.co.uk)

## Employee ownership

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