



# **Green Synergy**

## **Finance and Office Assistant**

### **Recruitment Pack**



Green Synergy supports the principles of the NSPCC Safe Recruitment

**Using community gardening to support people to socialise, learn and thrive.**

Green Synergy. 49 Roman Pavement, Lincoln, Lincolnshire. LN2 5RD. Tel: 01522 533077

Charity Number: 1153883 Company Number: 08399741

Email: [info@greensynergy.org.uk](mailto:info@greensynergy.org.uk) Web: [www.greensynergy.org.uk](http://www.greensynergy.org.uk)





## Green Synergy – Who We Are

### Who We Are

Green Synergy is an award-winning well-respected Lincoln based gardening and horticulture charity that supports people to socialise, learn and thrive. Our charity currently manages two community gardens, Hillside Garden and Ellie’s Memorial Garden and just about to take on a third garden in the county.

Our charity’s work supports people of all ages in the most under-served communities in Lincolnshire to improve their mental and physical wellbeing. Our programmes and delivery projects focus on supporting people in the most deprived communities in Lincolnshire to improve their mental and physical wellbeing whilst managing the green spaces in environmentally responsible ways.

We deliver community gardening and therapeutic horticulture programmes, volunteering, warm and cool spaces hub activities and community engagement events to bring people together in gardens and green spaces and to support people living in Lincolnshire to come together, meet new people and have fun.

Green Synergy has been proud to have won the Best Gardening and Horticulture Charity- East Midlands in the Non-Profit Organisation Awards in 2023, 2024 and 2025 as well as being awarded a  UKBEA  **British Business Excellence Award 2026**



### Our Vision

Green Synergy’s vision is to create healthier and caring communities connecting nature, people and plants.

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## **Our Mission**

Green Synergy's mission is to inspire, enable and empower people in Greater Lincolnshire to meet, grow, learn and thrive through community gardening and connecting with nature.

## **Our Values**

### ❖ **Inclusive**

- We seek to be welcoming, accepting, trusting, accessible and non-judgemental with our diverse communities.

### ❖ **Understanding**

- We care, support and empower people, plants and our places to thrive and feel safe.

### ❖ **Respectful**

- We treat people with dignity, fairness, integrity and respect at all times.

### ❖ **Collaborative**

- We work towards productive partnerships to enable communities and people to connect and grow.

## **Our Cornerstones**

### ▪ **Person Centred**

- We take an empathetic approach through active listening, acting and supporting people where they are at in an accepting environment.

### ▪ **Sustainable**

- Managing our resources responsibly and protecting the sustainability of our people, places, finances and our plants safely.

### ▪ **Growth**

- Enabling people, places and our organisation to grow through skills building, partnership connections and income development.

### ▪ **Innovative**

- Adopting creative, agile, responsive and resourceful approaches to our services, communities and organisation.

## **Our Operating Principles**

- ❖ All people matter and our role is to enable positive change through opportunities to have fun, improve life chances and choices.
- ❖ We place community at the heart of what we do through active asking, listening and responding to needs.
- ❖ We deliver quality services that are consistent and reflective whilst measuring, communicating and learning from our impact.

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- ❖ We ensure consistent good governance, management and leadership across all aspects of the charity's services by effective and efficient use of resources to grow people, places and plants.
- ❖ We responsibly manage, protect and build sustainable spaces and operations with oversight and scrutiny.
- ❖ We positively communicate our message in tailored, inclusive and accessible manner.
- ❖ We create safe spaces for all team, volunteers and participants through effective risk and health and safety management.
- ❖ We adopt collaborative approaches to alliances and innovative partnerships with a wide range of sectors.

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## Job Description: Green Synergy Finance and Office Assistant

Job Title: Finance and Office Assistant  
Working pattern: Green Synergy office  
Reports to: Chief Executive  
Hours: 14 hours per week  
Contract: Fixed Term to 30<sup>th</sup> September 2028 with possible extension of contract if funding secured  
Salary:

**Job Purpose** To support the finance and office-related activities and providing administrative support to various areas of the charity.

### Main responsibilities

1. Supporting the CEO with day-to-day finance work, including invoicing customers and following up regarding payments, logging and processing supplier invoices, process financial transactions including petty cash reconciliation.
2. To maintain payments log, process payments for approval and undertake the weekly and monthly Bank Reconciliations ensuring that all bank accounts and payments are reconciled correctly in the payments log.
3. Maintain the Finance email in-box and respond to emails.
4. Assisting with the month end and year end processes as required.
5. Provide general office administration support including ordering office supplies, assigning and tracking staff IT equipment, equipment inventory and resources,
6. Supporting the charity projects team and the Community Engagement Co-ordinator with logistics for community events and activities where required.
7. Provide specific administrative support to the CEO and Projects and Delivery Manager as required.
8. Undertake office tasks and act as the first point of contact with incoming telephone calls, order stationery, maintain office files, and provide clerical support (filing, scanning).

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## General:

- a. Work effectively and collaboratively with other staff and volunteers.
- b. Abide by Green Synergy's values, policies and endeavour to always follow good working practices, paying particular attention to Health and Safety, Safeguarding, Equality Diversity and Inclusion and Green Synergy's values.
- c. To undertake any other reasonable duties to support the charitable activities of Green Synergy, as may be requested by your line manager or CEO.

This job description is a summary of the main responsibilities of the post and duties may change and vary from time to time. Employees will be consulted on any major changes to the job description.

## Person Specification: Finance and Office Assistant

<b>Key Competencies Knowledge/Experience:</b>		
	Demonstrable organisational skills with a high level of accuracy and attention to detail with the ability to manage a varied workload.	Essential
	Previous demonstrable experience working on finance or administrative tasks and projects.	Essential
	Experience of using accounting software such as QuickBooks	Desirable
	High level of numeracy with at least a Grade 'B' in Maths and English GCSE (if you have extenuating circumstances, let us know)*	Essential
	Good financial understanding and the ability to analyse, manipulate and present financial and other data	Essential
<b>Skills/Abilities:</b>	Ability to demonstrate integrity and honesty.	

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	Self-motivation and an ability to work in a small team as well as independently and to use own initiative to solve problems	Essential
	Familiar with Microsoft Office 365 suite of software, especially Excel	Essential
	Excellent written and verbal communication skills	Essential
	Demonstrable interpersonal skills	Essential
	High level of attention to detail	Essential
	Good organisational and planning skills particularly in time management	Desirable
<b>Other:</b>	A genuine desire to support people to socialize, learn and thrive	Desirable
	Commitment to upholding and promoting vision, ethos and values of the charity.	Essential
	A full driving licence and use of own car	Essential

### Further information

**Pension:** Green Synergy offers a statutory pension scheme with the People's Pension – depending on hours and contract

**Holiday:** Leave entitlement is pro rata to number of hours worked plus statutory bank holidays

**Support:** Full induction and orientation, in-house training as required, regular supervision meetings and annual appraisals with your line manager

**Training:** You will be offered continual professional development training, appropriate for your role. This will include training on equal opportunities, safeguarding and data protection.

**Probationary Period:** The role is subject to a six-month probationary period for the fixed term role.

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### **To Apply:**

- Closing date for the receipt of completed applications is 30 July 2026 at 9am
- Interviews will be scheduled week commencing August 3<sup>rd</sup> 2026
- To apply, please complete our Green Synergy Application form, together with a short covering letter explaining how you are suitable for the role and or CV.

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