



Life on the Edge Finance & Admin Officer (0.6FTE)

LEVEL:	8
ACCOUNTABLE TO:	Life on the Edge Project Manager
SALARY:	£26,403 to £28,142 per annum (pro rata for part time hours)
LOCATION:	Totnes
CONTRACT:	Part Time 22.5hrs, 3.5 year fixed term contract to March 2029



Job Purpose

Life on the Edge (LoE) is a multi-partner project, led by South Devon National Landscape, with their main partner, Buglife, along with South West Coast Path Association, National Trust and Doorstep Arts. With support from National Lottery Heritage Fund, LoE aims to restore viable populations of some of the UK's rarest insects living along the South Devon coast between Berry Head and Wembury.

Carrying out financial management; meeting monitoring and reporting requirements; supporting the operational administration of the project assisting project staff where appropriate, preparing and assisting in presenting reports; ensuring project deliverables are met; and sharing learning with the wider South Devon National Landscape team and wider working groups where appropriate.

The postholder will support the Life on the Edge Project Team within the South Devon National Landscape team and be a regular initial point of contact for members of the public, stakeholders, farmers and landowners, before directing enquiries to the next stages.

Role Profile

Main Duties and Responsibilities:

- Use a range of software, including email, spreadsheets, and databases, to ensure the efficient running of the project.
- Operate financial management system for purchase ledger, purchase order processing and sales ledger
Enter duties here
- Monitor payments received and take appropriate action to chase debts and update records
- Assist with the accurate budget expenditure monitoring and prepare quarterly reports from the general ledger for Quarterly National Lottery Heritage Fund claims.
- Manage online and paper filing systems



- Where appropriate develop and implement new administrative systems, such as record management
- Assist with the bookings and procurement of project occurrences (meeting rooms, event resources etc).
- Assist with the promotion of the project through adequate provision of online and printed material
- Provide administrative support and take notes at meetings.

Financial management

- Assist with the financial management and reporting of the Life on the Edge project.
- Monitoring expenditure against the project budget and providing regular updates on progress towards project spend.
- Working with the South Devon National Landscape Office Manager to implement appropriate financial management, procedures, managing invoices, payment requests and incoming and outgoing expenditure.

Project Administration

- Lead the administration of the Life on the Edge Project:
- Developing and overseeing relevant protocols and processes to enable monitoring of the project, ensuring compliance with external and internal requirements.
- Providing information and preparing reports for any internal/external monitoring such as regular National Lottery Heritage Fund quarterly reviews.
- Assist with organisation of project meetings and prepare papers and resulting minutes
- Processing Volunteer and other project expenses.
- Using and developing further as required, the information systems for accurate recording, reporting and interrogation of data.

Project support

- Supporting project evaluation, including reporting to the National Lottery Heritage Fund, South Devon National Landscape Partnership Committee, and external project evaluators. Contributing to legacy and lessons learnt.
- To undertake other duties as required, consistent with the responsibility level of the post, as directed by the Project Manager & South Devon National Landscape Manager.

Qualifications

Essential	Desirable
A-level or equivalent qualification or significant experience which the applicant can show is directly related to the duties of the post.	HNC/HND in business and finance.



Knowledge / Experience

Essential	Desirable
Monitoring and recording expenditure.	Administrative support of a grants programme, preferably in support of delivering landscape conservation projects and programmes.
Scheduling meetings.	Experience of local authority administrative and finance systems
Taking accurate confidential minutes.	An interest in nature conservation and land management.
An understanding of preparing contract documentation appropriate to project needs and to deliver required outputs and outcomes.	
Experience of remote video business meetings.	
Proven experience of utilising strong communication, negotiation and presentation skills.	

Skills / Abilities

Essential	Desirable
Good level of written and oral communication skills.	Ability to effectively motivate colleagues and volunteers at all levels to work collaboratively
Ability to write detailed, concise and accessible reports.	
Good level of ICT skills including Microsoft Office applications.	
Good organisational and time management skills with the ability to work under pressure and to deadlines.	
Ability to manage confidential information relating to grants and projects.	
Good analytical skills.	



Considerable tact and diplomacy

General / Other

Other

Be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies of SHDC

Full UK Driving Licence

Willingness to work outside of normal office hours on occasions

Ability to access transport and travel to sites

General

The list above is not exhaustive; this role profile sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.

Safeguarding Children & Adults at Risk

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

Equality, Diversity & Inclusion

The Council has an Equality, Diversity and Inclusion policy which outlines its commitment to creating a culture that respects and values each other's differences, promotes dignity, equality, diversity, and inclusion, encourages individuals to develop and maximise their true potential and combats prejudice, discrimination, and harassment.

Staff Code of Conduct

The public, our communities, customers, and colleagues are entitled to expect the highest standards of conduct from all people working for the Councils. The Code of Conduct sets out the general standards of conduct expected of everyone working for the Councils.

Climate Change

Contribute to the Council's corporate objectives in relation to climate change by considering the environmental impact of individual and collective actions, working to reduce resource and energy use, minimise waste, and

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anticipate and enhance the efficiency of services in response to a changing climate, wherever possible, to help the council reduce its own carbon footprint and that of the district.