



Project & Finance Officer

Location: London (Hybrid working – minimum 3 days per week in the office)

Salary: £30,000-£34,000 per annum, depending on experience

Contract: Permanent, Full-Time

Reports to: Director of Finance & Administration

About the Changing Markets Foundation

The Changing Markets Foundation was formed to accelerate and scale up solutions to sustainability challenges by leveraging the power of markets. We work to expose unsustainable corporate practices and drive systemic change across sectors, helping to shift markets towards more sustainable models. Through research, advocacy, communications and coalition-building, we work with partners around the world to influence businesses, policymakers and consumers.

We are a small, dynamic and mission-driven team, committed to creating meaningful impact. This is an exciting opportunity to join a collaborative organisation working at the forefront of sustainability campaigning and market transformation.

About the Role

We are seeking an organised, proactive and detail-oriented **Project & Finance Officer** to support the smooth day-to-day running of the organisation across finance, project coordination, fundraising administration and office operations.

This is a varied and hands-on role suited to someone who enjoys working across multiple priorities in a small, fast-paced NGO environment. The successful candidate will play an important role in supporting financial processes, grants administration, campaign delivery and organisational coordination, ensuring strong internal systems and effective operational support across the team.

The role requires excellent organisational skills, strong attention to detail and the ability to manage multiple workstreams independently.

Key Responsibilities

Finance & Administration

- Process staff expenses, credit card reconciliations and invoices in a timely and accurate manner.
- Support payment processing, including setting up bank payments as part of internal dual-control financial procedures.
- Assist with maintaining accurate financial records and supporting internal financial controls.
- Support during the audit by collating documentation, schedules and supporting information.
- Draft service agreements and support contract administration, including maintaining organised records and tracking approvals.

- Support organisational governance, including preparation for Board meetings, drafting agendas, compiling papers and taking minutes.
- Assist with general financial and administrative processes to support the smooth running of the organisation.

Fundraising & Grants Administration

- Set up, maintain and monitor a fundraising and grants calendar, including proposal deadlines, grant start and end dates, as well as financial and narrative reporting deadlines.
- Support donor communications, including individual giving administration and correspondence.
- Track grant and subgrant agreements, monitor signature status, and ensure fully executed agreements are appropriately stored and accessible.
- Support correspondence and administration relating to US foundations and other funders.
- Maintain accurate grant records and filing systems to ensure compliance and effective reporting.

Project & Campaign Support

- Support the delivery of the organisation's campaigns and advocacy projects, primarily on methane, including coordination across workstreams and follow-up on agreed actions.
- Assist with website updates, newsletters and other communications materials.
- Manage correspondence with companies, policymakers, partners and other external stakeholders.
- Support campaign launches, including coordination of logistics, report production and visual materials.
- Help organise events, workshops and webinars, including technical and logistical support.
- Support partnership working on joint campaigns and advocacy activities, including administration of subgrants and partner coordination.

Office Operations

- Support the smooth day-to-day running of the London office.
- Organise internal meetings, staff activities and office logistics.
- Liaise with building management and service providers as required.
- Coordinate office procurement, supplies and mailings.

Person Specification

Essential

- At least **2–4 years' relevant professional experience**, ideally within an NGO, charity, public interest or mission-driven organisation.
- Experience supporting **financial administration**, including invoices, expenses, payment processing or financial record-keeping.
- Experience of **project coordination, grants administration or organisational operations**.
- Excellent organisational skills with the ability to manage multiple priorities and deadlines.
- Strong attention to detail and commitment to accuracy.
- Strong written and verbal communication skills.

- Excellent IT skills, including **Microsoft Office, including Excel/Google Workspace**, and confidence working with databases and online systems.
- Ability to work independently, take initiative and problem-solve in a fast-paced environment.
- Strong interpersonal skills and ability to work collaboratively within a small team.

Desirable

- Experience working in an **NGO, campaigning or sustainability-focused organisation**.
- Familiarity with grants cycle, donor reporting or fundraising administration.
- Experience supporting events, webinars or stakeholder engagement.
- Experience of board administration or governance support.
- Interest in sustainability, environmental issues or public-interest advocacy.

What We Offer

- The opportunity to contribute to high-impact sustainability and advocacy work.
- A collaborative and supportive working environment within a small, international team.
- Hybrid working arrangements (**minimum three days per week in our London office**).
- 25 days annual leave plus UK Bank Holidays
- Employer pension contributions of 4% of eligible salary
- Annual personal Health & Wellbeing budget (after probation)
- Private health and life insurance benefits reimbursement (after probation)
- Opportunities for professional development and learning.

Diversity & Inclusion

We are committed to building a diverse and inclusive workplace and strongly encourage applications from candidates of all backgrounds, communities and experiences.

How to Apply

To apply, please submit your CV and a short covering letter to recruitment@changingmarkets.org with the email subject header "**Project & Finance Officer**". Your CV and cover letter must explain your interest in the role and how your experience meets the requirements.

Please also confirm in your email that you hold the independent right to work in the UK, as unfortunately we are unable to offer visa sponsorship.

The deadline to apply for this position is end of day on **Thursday 11th June 2026** but please note we will be reviewing applications on a rolling basis, so early application is advised.

First-round interviews will likely take place at the latest in the week commencing 22nd June.

If you have not heard from us by this date then unfortunately your application has not been successful but we wish you the best in your future job search.