



Ayrshire Rivers Trust

working to improve Ayrshire's rivers and lochs

Job Title: Office Administrator and Bookkeeper

Location: ART Office; 2 Crosshill Cottage, Mauchline, KA5 5HJ

Salary: £26,500

Requirements: Driving Licence. Right to work in the UK.

Application Closing Date: 14th May 2026

Interviews: 18th and 19th May 2026

Start Date: To be agreed post interview.

Who are Ayrshire Rivers Trust?

Ayrshire Rivers Trust (ART) is an established and respected environmental charity that works to improve Ayrshire's rivers. We are a scientific based organisation, undertaking monitoring, consultations, restoration/improvement works and are environmental advisors for the benefit and improvement of the six Ayrshire river catchments. The Trust works closely with the local District Salmon Fishery Boards, SEPA, Marine Scotland Science, NatureScot, and many other stakeholders. For more details on the Trust's activities visit www.ayrshirerivertrust.org/blog

Your role:

ART are currently looking to recruit an Office Administrator/Bookkeeper to support staff, organise and run the office.

The Office Administrator/Bookkeeper is a key team member providing support to the effective and efficient running of the day-to-day Trust activities. It is a rewarding role at the heart of an important Ayrshire Charity.

The tasks of the Office Administrator/Bookkeeper will include book-keeping, payroll, record-keeping and preparation of budgets and reports for Trustees and Grant Funders. ART use Microsoft Excel for basic accounting procedures as well as Xero for invoicing. The ideal candidate will be familiar with the full suite of Microsoft Office packages and competent in prioritising work streams while working with little supervision. They will be self-motivated and trustworthy and willing to learn new skills as the needs arise.

The Office Administrator/Bookkeeper ensures smooth running of the Trust office and contributes to the Trust achieving sustainable growth in all our areas of interest. ART is looking for someone who will integrate quickly and smoothly into its small team.

Office Administrator/Bookkeeper responsibilities include:

- Coordinating office activities and operations to secure efficiency and compliance to the Trust's and OSCR (Scottish Charities Regulator) policies
- Data handling, bookkeeping, banking, invoicing, etc.

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W: www.ayrshirerivertrust.org A Scottish Registered Charity: 030426

VAT: 483019785

- General office management, including keeping stock of office supplies and place orders when necessary
- Payroll, HMRC, assisting with VAT returns and payments, liaising with auditors around the completion of year end accounts
- Responding to all enquiries or directing those enquiries to relevant staff
- Coordinating Trust activities with staff, Trustees and ART members
- Producing Newsletters for Members, emailing out same, acknowledging membership renewals and donations
- Preparation of budgets, reports and taking minutes at Trustees meetings
- Manage agendas/travel arrangements/appointments etc. for the Staff and Trustees
- Assist colleagues whenever necessary
- Daily reporting to the Manager

Essential Requirements:

- Above all, ART is looking for someone who will integrate quickly and smoothly into the small team
- Proven experience as an office manager, administrator, office assistant or work in a relevant role
- Excellent communication skills at all levels
- Excellent organisational skills
- Experience using MS Office Packages
- Enthusiastic about working within the environmental sector
- Willingness to work alone at times but always as part of a team
- A full UK driver's licence

Beneficial Experience:

- An interest or understanding of the environment and river catchments
- Experience of the charitable sector
- Experience of event management would be desirable (organising dinners/functions etc)
- Experience of using Xero software.
- Experience of writing Risk Assessments and Method Statements (RAMS)

ART recognise that there may be aspects of the operations which require additional training and this will be provided as required. The successful candidate will be supported by the staff and Trustees.

To enable the Trust to secure the correct person, flexible working hours can be offered to suit candidates. A minimum of 22.5 hours per week will be required with the opportunity to work full-time hours (37.5) as required or as the role develops. The Trust will be flexible to accommodate individual requirements where possible. Working hours are normally 9am – 5pm Monday to Friday. Very occasionally, an evening meeting may be required.

A competitive salary is offered - circa £26,500 per annum (pro-rata) and paid monthly in arrears. Salaries are reviewed annually by Trustees and the Manager.

A permanent contract of employment will be provided after a 3-month probationary period. Ayrshire Rivers Trust is an equal opportunities employer.

Candidates must be able to demonstrate their right to work in the UK.

Why Join Us?

- Up to 6% pension contribution
- Annual leave is 31 days per annum including statutory days
- Training and CPD opportunities as required