



OXYGEN
CONSERVATION

FINANCE ASSISTANT: THE NUMBERS BEHIND WILDER LANDSCAPES

Are you weirdly proud of your spreadsheet colour-coding system? Turn those spreadsheet skills into tools to fight the climate crisis and biodiversity collapse. At Oxygen Conservation, we're looking for a **Finance Assistant** to join our team and play a vital role in our mission to scale conservation.

ABOUT YOU

You'll thrive in this role if you're someone who loves solving puzzles, has an eye for detail, and is eager to learn and grow in a supportive, fast-paced environment. Your work will directly support our efforts to protect and restore nature at scale, ensuring that every financial transaction aligns with our ambitious goals.

We value collaboration and curiosity, so if you're ready to roll up your sleeves and bring energy to everything you do, we'd love to hear from you!

Specifically, we're looking for:

ENVIRONMENT

- Passionate about the environment and achieving real impact. Our commitment to the environment is unwavering and guides us in every decision we make. It is the driving force that propels us forward. We are looking for that same commitment in you.

IMPACT

- Organised and methodical, with a passion for accuracy and attention to detail.
- Ambitious and eager to learn and develop professionally and personally.
- Fascinated by finance and its role in supporting environmental impact.
- Comfortable juggling multiple tasks and deadlines in a dynamic environment.

ADVENTURE

- A passion for adventure (however that resonates with you), spending time in nature and connecting with the outside world.

TOGETHER

- A strong communicator who can build positive relationships with colleagues and external partners.
- Committed to working as part of a team, supporting others, and contributing to shared goals.
- And let's be honest, you must be really nice too. Sharing snacks on long journeys or a packed lunch whilst out in the driving rain is mandatory!

ABOUT THE ROLE

As a Finance Assistant, you will support our Finance team in delivering accurate, efficient, and timely financial operations. Your work will be essential to ensure that our conservation-focused initiatives are underpinned by sound financial management, contributing to the success of our mission. This role is perfect for somebody who wants to experience real ownership of financial processes and exposure across a unique combination of financial challenges.

Key Responsibilities

- **Core Finance Function**
 - Process invoices and payments with accuracy and efficiency, ensuring all transactions are recorded correctly.
 - Manage the purchase ledger across our portfolio of estates, liaising with suppliers and other stakeholders to resolve queries.
 - Manage accounts receivable including the raising of sales invoices for both internal and external stakeholders, ensuring they are paid on time and dealing with any queries
- **Cash Management**
 - Process monthly bank reconciliation for all estates, addressing any discrepancies promptly.
 - Provide scheduled reporting to monitor cash balances and ensure liquidity for operational needs.
- **Expense and Budget Oversight**
 - Review and process employee expense claims in compliance with company policies.
 - Support budgeting and forecasting processes with accurate and timely data reporting.
- **Reporting and Audits**
 - Support the team with financial reporting for monthly and ad hoc processes.

- Ensure financial documents and records are organised, compliant, and readily accessible for audits or reporting purposes.

ABOUT US

We're building the UK's first genuine Natural Capital portfolio - acquiring large landscapes, restoring them, and creating investable Natural Capital products like premium carbon credits, biodiversity units, renewable energy partnerships, and ecotourism experiences (you can check them out at Oxygen Escapes).

In just four years, we've grown to a valuation of around £400m with 50,000+ acres owned and helped connect over half a million acres for nature.

Our mission is simple: prove that restoring ecosystems can deliver transformative environmental, social, and financial returns.

Our work hasn't gone unnoticed. In 2022, we were named Start-Up of the Year at the Business Leader South West Awards, followed by Team of the Year at the 2023 Edie Awards and our nature fundings agreement with Triodos won ESG Deal of the Year at the 2024 Insider South West Dealmakers Awards. Our founder and CEO, Dr Rich Stockdale, is featured in the ENDS Power List as one of the top 100 UK environmental professionals driving significant impact, and was shortlisted for Edie's Leader of the Year Award in 2024.

KEY INFORMATION

Term: Full time, permanent

Location: Remote with travel to estates in Scotland, England, and Wales

Closing Date: Sunday 25th of January 2026

