



Thrive Renewables plc

Finance Assistant (Maternity Cover)

Fixed term - 15 months starting Feb/March 2026.

Salary: c. £26,500 - £28,000 depending on experience + performance bonus

Benefits: 33 days holiday pro rata (including bank holidays), private medical insurance, Life Assurance

Location: Central Bristol office at least two days per week with remote working options. Flexible working considered.

Hours: Our office hours are 8.30 a.m. to 5.00 p.m. Monday to Friday with one hour for lunch but are flexible. This role is full time but flexible working is considered.

Introduction

As one of the UK's first mission driven businesses, working with Thrive will see you take an active role in building a cleaner, fairer energy system in the UK.

Our vision: We believe in the power of together. A world where everyone can be part of the clean energy generation.

Our mission: Putting money to work building new sustainable energy projects and empowering people to take action to address the climate emergency.

In total, we have developed, built or funded 45 renewable energy projects, with our current portfolio including onshore wind, hydro, battery storage, heat and solar.

We are proud to be a certified B Corporation, scoring in the top 3% of all UK B Corps for our positive environmental and social impact.

We are currently looking for a Finance Assistant to support the Financial Accountant in day-to-day Finance operations.

Responsibilities include:

- Assist Financial Accountant in day-to-day accounting including:
 - Process purchase invoices, manage approvals and assist with supplier onboarding, ensuring accurate coding and VAT treatment.
 - Prepare bank postings and reconciliations across multiple entities; investigate and resolve reconciling items promptly.
 - Support month-end close with journals (accruals, prepayments), intercompany postings/recharges, and balance sheet reconciliations.
 - Help produce VAT working papers and returns, and compile audit schedules and evidence for external auditors.
 - Prepare sales invoices, allocate customer receipts, and action credit control follow-ups as needed.

Skills / experience required:

This is a great opportunity if you are in the early stages of your career and looking to gain some broad experience in a friendly, supportive team. To suit this role:

- You will have experience working within a finance team within a group environment (multi-entity).
- You will have had exposure to processing accounts payable and accounts receivable, bank reconciliations, journals and basic month-end tasks.
- You will have a grasp of VAT basics and documentation.
- You should be systems savvy—some exposure to Sage 200 (or similar accounting software) is desirable; strong Excel/Teams/SharePoint skills are essential.
- While you do not need to have a professional qualification, AAT or similar is a plus.
- You will be organised and accurate with great attention to detail.
- You will enjoy working with people and being part of a team.

Relationships

This role reports to the Head of Financial Operations. You will work closely with the Financial Accountant and Finance Manager prior to maternity leave starting.

Applications

Please send a CV and covering letter to recruitment@thrivere Renewables.co.uk

Thrive is an equal opportunity employer. We promote diversity, are committed to creating an inclusive environment for all employees and encourage applications from global majority candidates.

Closing date for applications is 5pm on 12 January 2026, interviews week beginning 19 January 2026.