



Finance / General Administrator

Contract: 18 Month Fixed Term (which may be extended subject to funding)

Hours: Part-time, 21 Hours per week

Salary: £18,000 actual (£30,000 fte) - dependent on experience

Location: Home working with regular travel to / from London

Overview

Women into Construction's mission is to Change the Face of Construction. Women into Construction (WiC) provides bespoke support to women wishing to work in the construction industry and assists contractors in recruiting, retaining and progressing female talent, helping to reduce skills gaps and create a more gender-equal workforce.

We have been established in London for the last 15 years and throughout this time have extended our services to the West Midlands, Cambridgeshire, Essex and East Anglia areas. Due to the demand in our programmes we are now widening our reach to other areas within the UK.

Our people are key to our success, and we are now seeking an exceptional Finance/general administrator to support our next phase of growth. We offer in return a work environment which is flexible, fast moving and supportive. If you are passionate about equality in the workplace, have the relevant skills and experience and are ready to be part of our exciting expansion of services that positively impact the lives of women we work with, we look forward to receiving your application.

The Role – WiC Finance/General Administrator

We are seeking an organised and self-driven person, to work directly with our Finance & HR Manager and be responsible for providing administrative support as part of our Women into Construction programmes and membership management. The role will play a vital part in the administration and smooth-running of Women into Construction.

The work involves data entry, invoicing, both written and oral communication, and requires relevant skills such as IT, organizational and presentation skills, as well as the ability to multi-task and work well under pressure. A typical week will include invoice and expense processing, attending stakeholder meetings, diary management, collating and data base entry.

Key Responsibilities

This will include, but is not limited to:

- Using a variety of software packages, such as Xero, Microsoft Word, Outlook, PowerPoint, Excel, etc. to produce correspondence and documents and maintain presentations, records, spreadsheets, and databases
- Responding to membership enquiries, organising /attending meetings and actioning on-boarding
- Reviewing membership status and producing the necessary correspondence
- Using content management systems to maintain and update databases
- Reviewing and reconciling expense claims, liaising with clients to ensure accuracy prior to payment
- Raising invoice and expense payments on Xero



- Produce and circulate budget tracking reports
- Organizing and storing on-line paperwork and documents
- Data collection, inputting and recording as per GDPR regulations
- Provide Project Managers with support – data review and entry, reports, management of client documentation, arranging meetings etc this will depend on workload and may vary

Person Specification

The Finance/General Administrator will be a self-starter and remain motivated working alone. As this role is home based you must be comfortable that your support network from colleagues and the Finance Manager will mostly be on-line and on the phone.

You must be highly organised and reliable, with great administration skills. An effective communicator, with the ability to engage with a diverse range of clients as well as communicate easily with contractors and stakeholders.

Reporting directly into the Finance & HR Manager you will be confident at working independently and take responsibility for meeting agreed KPIs.

We need a person who will be able to work flexibly and occasionally travel to sites, events and meetings, these may sometimes extend outside of office hours.

Relevant Experience

- Ability to multitask, working on several programmes and initiatives simultaneously to agreed deadlines
- Close attention to detail
- Excellent communication skills, including experience of communicating effectively across cultures and with diverse audiences, both verbally and in writing
- Ability to work independently with minimal support, as well as in a team environment
- Excellent organisational skills
- The ability to understand and support the needs of diverse projects across an organisation

Equal Opportunities

WiC values diversity, equality and fairness and seeks to develop a diverse team. We welcome applications from anyone committed to our values and vision for the construction industry. Please inform us of any reasonable adjustments you might require to enable you to attend your interview.

Applications

Interviews will be held on March 30th – in London or online. **Closing Date:** March 17th, 5pm

To apply for this position please email your CV and covering letter highlighting your suitability for the role to louise.hart@women-into-construction.org