

Corporate Services Executive – Job Description

Salary: £40-£45,000

About The Housing Forum

The purpose of The Housing Forum is to improve the supply and quality of new homes through partnership working. The Housing Forum works with over 120 organisations commissioning new homes and reinvesting in existing homes. Our members reflect the full housing supply chain - housing associations, local authorities, consultants, designers, manufacturers, constructors and developers who form a network representing a combined turnover of some £24bn. We have a turnover of around £500,000, a team of six staff currently, supported by a Board who together run a series of workshops, conferences and other events for our members and the wider housing sector.

Job purpose

To provide Corporate Services support to the Chief Executive and rest of the small staff team at The Housing Forum. This involves providing in-house financial and bookkeeping support, website administration and liaising with the external agencies who provide HR services, office accommodation and IT support on behalf of the staff team.

Hours: Full time 9am-5pm or 9.30-5.30pm (Full time post, with office presence in our City of London office required 1 day a week core, and other days as required. Homeworking available for other days of the week)

Location: The Housing Forum, 6th floor, 1 Minster Court, Mincing Lane, London, EC3R 7AA.

Line manager: The Chief Executive, The Housing Forum

Main responsibilities

Financial administration and bookkeeping

- Keep The Housing Forum's financial accounts up to date and work with senior staff to plan budgets.
- Liaise with our external accountants to ensure that they have the necessary information to prepare formal accounts and process supplier payments. This includes correct cost code allocation, coordinating invoice approvals and reviewing management accounts.
- Liaise with the accountants on submission of Company documents to Companies House
- Liaise with the external auditors to ensure The Housing Forum's finances are clear and transparent.
- Collate financial information to prepare a monthly overview of the accounts for the Executive Team, and a quarterly report to the Management Board
- Oversee invoicing (with the support of an external agency), keep track of payments from our paying members including chasing late payers
- Maintain up to date records of invoicing and sponsorship, including up to date company and contact details.

- Process staff expense claims and collate credit card receipts and statements, with support from the Executive Team Administrator.

Company secretarial services

- Maintain The Housing Forum's folders and documents in line with regulation ensuring confidentiality is maintained where required
- Manage the company's subscriptions, lease agreements and business insurance, administering payments and purchase orders.
- Maintain records of updates to the company's policies and procedures
- Support the Chief Executive with staff recruitment
- Liaise with the agency who provide IT services and support to ensure that the staff team are provided with the IT they need to do their jobs
- Onboard new starters, liaising with external HR support as required.
- Maintain records of staff pay, contracts and policies, managing confidentiality as required

Management Board support

- Support quarterly Management Board meetings, keep board members in touch with meeting arrangements, format agendas, reports and complete minutes.

Events support

- Collate presentations for events
- Technical moderation of webinars and online meetings (hosting, slides share, breakout room management etc)
- Support the Members Events Executive and the team with event logistics when required

Communications support

- Work with another team member to maintain the website. This includes posting new content to pages including news, new reports, staff changes and event details. There is an external agency who host the website for us and another one who we work with to undertake any structural changes to the website. The Corporate Services Executive is the main point of contact for these external agencies.
- Create around 8-12 Insight Reports per year using InDesign. This involves liaising with the event speakers and report authors around content and photos to be included.

Other duties

- Ongoing personal development, to include (but not limited to) social media, MS Office, CRM systems and website management.
- Other duties that can reasonably be expected, noting the need for flexibility in this small team.

Person specification

- Knowledge of financial accounts and bookkeeping.
- Good technical skills including Excel and also website maintenance, CRMs, InDesign, etc (at least a proven aptitude for learning new skills)
- Familiarity with accounting software, terminology and processes (Xero or similar)

- Experience of website maintenance (Wordpress or similar, desirable)
- Close attention to detail and accuracy
- Good written and spoken English
- Experience and/or interest in the housing or construction sector
- Flexibility, versatility and enthusiasm for working in a small team
- Self-motivation and happy to work in a hybrid fashion.

To apply, please send a CV and covering letter to Demi.sharp@housingforum.org.uk

For an informal conversation about the role, please contact mateja.pirc@housingforum.org.uk

Deadline for applications Wednesday 27 November

Interview date: 10 December 2024

Equality, Diversity and Inclusion

In line with The Housing Forum's EDI policy, all qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, disability or age. The Housing Forum has made six commitments in its EDI policy. We are committed to diversity in events, within our Futures Network and to showcasing examples of good practice in diversity.