

Jodie Brown

Finance and Office Administrator, Catesby Estates
Houlton, Rugby

What do you do?

I have many tasks and responsibilities within my role. As finance administrator, I assist our head of finance with most aspects of accounting including the whole procurement side of the accounts from invoicing, purchase orders, budgets and credit checks to all aspects of supplier financials.

I also take part in site sales preparations including gathering evidence and making sure all procurement paperwork is available for letters of reliance. I help produce financial reports and carry out finance tasks.

I take care of the Catesby office at Houlton and have a varied role of general co-ordinator of the office, including diary management, the contracts for the office, reception duties, letter writing and posting, plus much more. I also help with corporate hospitality, organising external and internal events such as team building days, lunches and sporting events.

I am the fire warden, emergency first aid and mental health first aider for Catesby along with heading up health and safety, so I oversee all the legal checks and weekly internal measures within Catesby.

How did you get into it?

For me it was by chance, as the construction industry was never something I had investigated.

I previously worked for a family engineering firm for 14 years but after our business was sold and the new owner took over, I was unfortunately made redundant.

A recruitment agency contacted me asking if I would be interested in a job they had advertised with Catesby. I didn't realise I had a passion for this industry until I joined. Seeing what our company creates for communities and the ethos behind it all inspired me to want to do well in my job and to see the company succeed.

What do you love about your job?

Most of all I love the team that I work with. I am very fortunate to find a team that fit so well, where we can all rely on each other within our work roles.

The second thing I love about my job is the ability to have no day the same. Due to my varied role, I can get through many tasks in one week. I really enjoy accounting, there are so many different levels and aspects alongside legislation changes that you are regularly learning something new. The accounts are at the heart of any business and allow businesses to grow and develop.

Top tips for anyone considering a career in the industry:

My only tip would be to take the chance and delve into the industry. People assume the construction industry is just house building but there are so many avenues to career paths that come with it.

For example, for accountancy most people would think they have to go work at an account's office, typing numbers into spreadsheets all day, but that is not the case.



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