



JOB ADVERT

Job Title: Finance and Office Coordinator	Start Date: ASAP
Location: Lanwades Business Park, Kentford, Newmarket, CB8 7PN	Hours: TBC - 20-30 hours per week
Reporting to: The Directors	

About the role

We are looking for a proactive and highly organised **Finance and Office Coordinator** to become a central part of our friendly and growing planning consultancy.

This is a varied role combining financial administration, office coordination, team support and event planning. You will help keep the business running smoothly while also playing an important part in bringing colleagues together and creating a positive, inclusive and sociable office culture

Previous administrative experience as well as strong Microsoft 365 skills (particularly Excel and Word), audio and copy typing skills and the ability to communicate effectively at all levels are required for this role.

We need someone who understands when discretion, accuracy and a focused professional approach are required, but who also brings warmth, energy and a sense of fun to the working environment. From managing invoicing and office systems to organising team events and our European study tour currently held every two years, you will be someone who takes initiative, builds strong relationships and helps make CODE a great place to work.

What you'll be doing

- Manage day-to-day financial administration, including timesheets, invoicing, expenses, fee records and credit control.
- Coordinate office systems, supplies, contracts, records and relationships with external support providers and suppliers.
- Provide high-quality administrative and document support to the team, helping colleagues work efficiently and effectively.
- Act as a central point of connection across the office, keeping colleagues informed, supported and engaged.
- Organise team and client events that strengthen relationships and contribute to a positive and sociable working environment.
- Plan and coordinate our European study tour, currently held every two years, balancing CPD requirements with team-building and social activities.
- Support recruitment, staff induction and other people-related administration.
- Maintain and update the company website using WordPress, with training available if required.
- Support CODE's LinkedIn presence and assist with marketing materials.
- Help the business use Microsoft Copilot effectively, including developing prompts and identifying opportunities to improve administrative processes.
- Provide administrative support for planning projects, including coordinating information, preparing meeting notes and monitoring key actions.



What we're looking for

- Previous experience in finance administration, office administration or a similarly varied coordination role.
- Strong organisational skills and the ability to manage competing priorities.
- Confidence and ability in handling invoicing, expenses, timesheets and financial records.
- Excellent written English, attention to detail and document-production skills.
- A proactive, discreet and dependable approach.
- Strong interpersonal skills and a genuine interest in bringing people together.
- Confidence using Microsoft 365 applications.
- Experience of WordPress, LinkedIn, Microsoft Copilot or other workplace AI tools would be an advantage, but training can be provided.

About CODE

CODE Development Planners is an independent planning consultancy based near Newmarket. We provide commercially focused planning advice to a wide range of private sector clients across different property sectors. Our friendly and experienced team works collaboratively to provide a responsive, professional and high-quality service.

Salary, hours and benefits

Salary: Competitive, depending on experience

Hours: Flexible – 20-30 hours per week

Location: Kentford, near Newmarket

Benefits: 28 days' annual leave including bank holidays, workplace pension, training and development opportunities.

How to apply

Please refer to our full job description, [which can be found here](#).

To discuss the position further please contact Sarah Burch on 01223 290138.

Please send your CV and a covering letter explaining your interest in the role and the experience you would bring to sarahburch@codedp.co.uk by Wednesday 21 October 2026.