

JOIN A TEAM THAT BUILDS MORE THAN STRUCTURES



**PORTLAND
CONSULTING
ENGINEERS**



CANDIDATE PACK for Finance Assistant

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Portland Consulting Engineers



Dear Candidate,

Thank you for your interest in joining Portland Consulting Engineers. We take great pride in our people and the invaluable contribution they make to the continued growth and success of our business. As we embark on an ambitious phase of expansion, we're looking for talented individuals who share our vision and values.

Our culture is grounded in respect, collaboration, and integrity. We believe in building meaningful relationships, working hard, and supporting one another with empathy and care. We value common sense and strive to create an environment where everyone feels included, appreciated, and empowered to make a difference.

We're currently seeking a 'Finance Assistant' to join our growing team, this role is available on a part-time basis. The Finance Assistant will support me, as Managing Director, in maintaining and delivering accurate and timely financial information, following internal controls and processes to help the business meet targets and reporting deadlines.

This role offers the opportunity to contribute to the smooth running and future growth of our business. If you are someone who is detail-oriented, organised, and motivated by making a measurable impact, we would be delighted to hear from you.

If this sounds like the kind of environment where you'll thrive, we'd love to hear from you. Please send your CV and a covering letter to Careers@portlandconsulting.co.uk, letting us know why you're the ideal addition to our team.

Lee Barr
Managing Director

FOCUSED AMBITIONS FOR THE FUTURE DRIVEN BY A CLEAR PURPOSE

OUR VISION



To be the Engineers that clients trust to deliver their schemes with honesty and integrity, through innovation and sustainable solutions with a commitment to add value.

To build collaborative relationships with an inspirational team that shares its values and successes, for life.



DEFINED ENTIRELY BY OUR TEAM LEADING US EVERY DAY

OUR CORE VALUES



FRIENDLY & HONEST

- ✓ Working in a positive and encouraging environment
- ✓ Creating bonds and life-long relationships
- ✓ Always approachable
- ✓ Trustworthy and inspiring confidence



INNOVATIVE

- ✓ Exploring new skills and ideas
- ✓ Providing cost-effective solutions
- ✓ Adding value to all we do
- ✓ Continued professional development



QUALITY

- ✓ Committed to delivering a high standard of work
- ✓ Exceed expectations in everything we do
- ✓ Maintaining effective communication
- ✓ An approved quality management system



TEAMWORK

- ✓ Supportive behaviour
- ✓ A great sense of unity
- ✓ Respectful to all
- ✓ Stronger together



WHO IS PORTLAND?

Founded in 2004, Portland provides Civil & Structural Engineering consultancy services to clients across the country. The firm has grown into an award-winning practice, with an excellent reputation for delivering cost-effective solutions without compromising on quality.

Whilst we think outside the box when it comes to engineering, our approach to dealing with people is much more conventional. We understand and embrace the concept of team work across disciplines, taking pride in working in a collaborative manner to achieve the client's objectives. We have received several key industry accolades for our highly collaborative approach to schemes.

Portland's service offering is built on the solid foundations of a commitment to quality. Underpinned by a Quality Management System certified to ISO 9001 standards. Our commitment to quality will permeate every aspect of our performance and delivery of service.

Our suite of design services can be implemented at any stage of a project. However, our ability to add value is optimised if we are involved during the crucial early stages of our clients' projects. This is vital in ensuring our clients can complete their projects on time and within budget. We are capable of handling jobs of all sizes while also providing a more personal touch. Senior staff retain an involvement and provide support throughout the entire lifecycle of each project.



STRUCTURAL ENGINEERING



LISTED BUILDINGS & OF HISTORICAL INTEREST



CIVIL ENGINEERING & INFRASTRUCTURE DESIGN



TEMPORARY WORKS



REFURBISHMENT & REINVIGORATION ENGINEERING



FLOOD RISK

ABOUT THE ROLE

We currently have a vacancy for a new Finance Assistant working from our Gateshead office. This role is available on a part-time basis.

The Finance Assistant will support our Managing Director in maintaining and delivering accurate and timely financial information, following internal controls and processes to help the business meet targets and reporting deadlines.

This exciting role will assist in both Cost/Management Accounting, Financial Accounting and Reporting of internal inefficiencies. Collaborating with our finance software Xero and project management software CMAP, the successful candidate will monitor, report and analyse data

WHAT YOU WILL DO

Overall responsibility for the whole of the Finance Systems, comprising:

Project Costing and Analysis from Project Management system:

- Budgetary Control
- Financial Forecasting
- Book-keeping via Xero
- Liaison with the External Accountant
- Reporting financial overview to the Management Team
- Resource Analysis from Project Management System

Specific Roles within Finance

- Sales Invoicing
- Xero Book-keeping
- Credit Control

WHAT YOU WILL HAVE

- Experience and knowledge in Cost/Management Accounting
- A strong understanding in the development of systems
- The right candidate should be working towards AAT
- A desire to integrate with Project Management and Finance
- The ability to work to strict deadlines
- Meticulous attention to detail
- A minimum of two-years book-keeping and basic accounts experience
- Manipulation of complex information using a range of skills and techniques
- Strong communication and interpersonal skills
- Xero experience would be preferred but not essential
- Experience of CMAP would be beneficial but not essential

THE PACKAGE



Salary: We want the best people and we know that this means offering a salary that is usually more than the industry standard. We don't have lots of extra add-on benefits as we prefer to give people the choice about what they want and don't need. So, we try to keep things simple and set out our basic benefits and then give you the salary to enable you to make the choices that suit you.



Bonus: We like to share in success. When we are successful we all enjoy a share in a discretionary bonus at Christmas. We make sure that everyone will benefit in our team success.



Pension: We operate an auto enrolment pension scheme which is based on a contribution of 4% from employee with 3% from PCE and 1% from the government.



Working Hours: For this part-time role, your core hours will be 16-20 hours per week, with a 12:30 finish on Fridays.



Holidays: For this part-time role, we offer a pro-rata holiday allowance of 10 - 12 days per year, including bank holidays. In addition, the office closes down during the Christmas/New Year week. We also have a generous long service holiday in place.



Eye Test: We cover the cost of eye tests every two years.



Career Development: We offer some great opportunities to develop your skills and your career. Many of our staff have been internally promoted and have had investment in their training and development over the years.



Social Events for the Team: We host regular social events—including team lunches, seasonal celebrations, and activity days—because we believe that building strong relationships outside of work helps us collaborate better within it. We value work-life balance and understand that your personal life is just as important as your professional one.



Professional Subscriptions: We will cover the cost of one of your professional subscriptions per year.



Death in Service: Offering our team peace of mind



Employee Referral Bonus: Employees who refer a candidate who is selected to fill a position with the company will receive a Referral Bonus.



24/7 Employee Assistance Program: We offer unlimited wellbeing support by BUPA providing a helpline to employees and their loved ones with specialist qualified counsellors.

WHAT OUR TEAM SAYS

At Portland Consulting Engineers, we are driven in our goals and united in our celebrations.

We believe that the best ideas come from engaged and empowered people. Our recent staff survey provided invaluable feedback, reflecting the kind of environment we strive to build — one where collaboration, learning, and job satisfaction are top priorities.

- Supportive Culture:** *"Everyone's really approachable and willing to help."
"There's a strong sense of team — you never feel like you're working alone."*
- Opportunities to Grow:** *"I've been supported in progressing my career with structured development and real responsibility."
"Graduate engineers are given opportunities early, with guidance from experienced mentors."*
- Meaningful Work:** *"We work on projects that make a real difference to the built environment."
"The variety of work keeps it interesting and helps build a broad skill set."*
- Flexible and Fair:** *"Flexible working options make it easier to manage work and life."
"The company genuinely cares about staff wellbeing."*
- Open Communication:** *"Management are open to feedback and encourage input at all levels."
"It's a flat structure — your voice is heard no matter your role."*

We're proud of the culture we've built and are always looking for talented individuals who want to be part of something positive and dynamic.

ON APPLICATION

We seek to ensure our application process is as accessible as possible. We aim to provide clarity on what can be expected from the process and will make reasonable adjustments for any candidate. We do not use application forms but ask for a comprehensive CV which covers at least the last 5 years of employment (where applicable) as a minimum. A cover letter is your opportunity to address the criteria for the role, as laid out in the job description. This is your personal statement to demonstrate how your skills and experience meet the requirements for the role. To apply for this role, you can upload your CV and cover letter via the relevant vacancy page on our company website <https://www.portlandconsulting.co.uk/vacancy/associate-senior-civil-engineer-team-leader/>.

SHORTLISTING & ASSESSMENT

Applications will be reviewed by our Human Resources Manager and the appropriate Team Manager after the advertised closing date. This will initially be a longlist against the essential criteria for the role. The applications that make it through the longlist, will then be reviewed in more detail against all the criteria (essential & desirable). The highest scoring applications will then be shortlisted for an invitation to interview. Once shortlisting is complete, all applicants will receive communication from us either inviting you to attend an interview (where possible we will communicate the interview date in our job advertisement) or advising you that you were not successful in obtaining an interview on this occasion. Feedback to candidates at any stage of the process can be provided by contacting the Human Resource Manager.

INTERVIEW

All roles will involve an interview, in-person. However, some may also involve other assessment stages. The applications that make it through the longlist, will then be reviewed in more detail against all the criteria (essential & desirable). The highest scoring applications will then be shortlisted for an invitation to interview. Once shortlisting is complete, all applicants will receive communication from us either inviting you to attend an interview or advising you that you were not successful in obtaining an interview on this occasion. Feedback to candidates at any stage of the process can be provided by contacting our Human Resources Manager. All assessment exercises or interviews used are tailored to be able to find the most suitable candidate for the job role. They are also designed to give applicants more insight into the role and to provide a realistic expectation of the position to allow candidates to decide if the position is suitable for them as well. We use competency-based questioning within our recruitment processes to assess the extent to which candidates demonstrate these behaviours – in ways appropriate to this role – in how they are at work and generally as people.

JOB OFFER

Once all assessments have been completed, results for all applicants in consideration will be reviewed by the recruitment panel and a decision will be made about the most suitable person for the role. If successful, the managing director will be in contact to congratulate you and discuss the offer details. Once accepted, pre-employment checks will be carried out by our Human Resources Manager.

THE TEAM



LEE BARR
MANAGING DIRECTOR



JASON MCARDLE
TECHNICAL DIRECTOR



ALAN MASKELL
OPERATIONS MANAGER/ASSOCIATE



MARK QUIGLEY
TEAM LEADER/SENIOR
STRUCTURAL TECHNICIAN



STEPHEN HUNTER
TEAM LEADER/ASSOCIATE
(CIVILS)



DAVID NILAND
TEAM LEADER/SENIOR
STRUCTURAL ENGINEER



ALLI DONNELLY
OFFICE/HR MANAGER



SHARON SHAW
MARKETING & BUSINESS
DEVELOPMENT MANAGER



CARL BEET
SENIOR STRUCTURAL
ENGINEER



DEIGHTON SMALL
STRUCTURAL ENGINEER



DAN STEPHENSON
SENIOR STRUCTURAL
TECHNICIAN



GARY BARR
SENIOR STRUCTURAL
TECHNICIAN



KIERAN COSTELLO
CIVIL ENGINEER



MATT ALEXANDER
CIVIL ENGINEER



LOUIS DAVISON
STRUCTURAL
TECHNICIAN



ZACH MCLOUGHLIN
GRADUATE ENGINEER



ANTHONY GOODFELLOW
MARKETING ASSISTANT



SOPHIE REDHEAD
RECEPTIONIST/ADMINISTRATOR