

Job Title	Accounts Technician
Reports to	Finance Director

Job Overview

An exciting opportunity has arisen for a Finance Technician based at our Head Office in Knockin, near Oswestry. You will begin by working with the Accounts team. As you progress, you'll have the chance to shape your career, choosing to specialise in either Accounting or Quantity Surveying.

We are looking for someone who is driven, detail-orientated, and motivated to be a key player within the team. The successful candidate will be an analytical thinker and be an excellent communicator with a positive attitude. If you are ambitious and passionate about advancing within a supportive team, we would like to hear from you!

Key Responsibilities

- Analyse and collate the cost affects and carbon streams of waste.
- Conducting subcontractor checks: modern slavery policies, blacklist check, plus equality, diversity and inclusion checks.
- Analyse and report suppliers and subcontractors carbon footprint effectiveness
- Labour allocation management – Analysing direct labour costs
- Admin – Accounts, Contracts Managers and Quantity Surveyors. To gain an understanding of processes and the company.

Skills & Competences

- Attention to detail. Ability to examine and manage costs.
- Analytical thinker. Analyse data, costs, and other information accurately.
- Numeracy skills. Strong mathematical skills.
- Good communication skills. Both written and verbal.
- Excellent IT Skills.
- Problem solving. Capacity to identify issues and develop practical solutions.

You will be expected to have

- 10 GCSE's (or equivalent) grade 9-4, English (5) Maths (5)
- Driving Licence

We embrace difference as a source of creativity, innovation and competitive advantage and are striving to become a more diverse organisation. We welcome applications from people with a diverse variety of backgrounds and identities.

If you require any adjustments to the recruitment process, to enable you to perform to the best of your ability, please let us know. We participate in the Disability Confident scheme and are committed to offering interviews to any candidate with a disability, who meets the criteria for the role.

To find out more about what we do and the people who work with us, visit our website:
[Pave Aways Limited | A Successful Privately Owned Shropshire Construction Business](#)

Location Avenue Mill, Knockin, Oswestry, Shropshire, SY10 8HQ

How to apply Please send your CV and covering letter to jane.harvey@paveaways.co.uk