



MAOR SCAFFOLDING LIMITED



#JOB-2422256



Commons Road Lower, Brownsbarn,
Kingswood, Dublin 22, D22 E1C2



No of positions : 1



Paid Position



39 hours per week



35000.00 Euro Annually



27/11/2025



25/12/2025

How to apply

Application Method :

Not available



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Account Technician

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Key Responsibilities:

Required Skills & Qualifications:

Part-qualified accountant (ACCA, ACA, CIMA) or Accounting Technician

3+ years' experience in a busy finance or accounts environment or in construction or services sectors

High attention to detail, strong analytical mindset, great organisational skills, time management, and ability to meet deadlines

Excellent communication skills and a proactive, can-do attitude

Proficient in Microsoft Office, especially Excel, Sage, Quickbook

Trustworthy, discreet, and capable of handling confidential financial data

Client and Financial Reporting:

Prepare and issue monthly financial and performance reports for clients

Ensure accuracy by reconciling reports with the general ledger

Maintain and manage client ledgers and address any client queries

Overheads and Expenses:

Review monthly overhead costs and compare to budgets

Work with departments to understand variances and assist in cost-saving initiatives

Process expense payments (BACS, online banking)

Maintain the expense ledger and monitor spend

Process Improvement:

Identify areas for improving efficiency within finance processes

Assist in documenting procedures for internal use and training purposes

Support implementation of new systems or improvements to existing workflows

General Finance Administration:

Manage petty cash and perform bank-related tasks (e.g. cheque lodgments)

Provide administrative support to the Financial Controller

Payroll:

Payroll- all aspects of payroll- ensuring employees are paid accurately and on time

Ensuring administrative processes run smoothly

Handling correspondence and preparing documents

Supporting staff and management, manage phone calls and emails

Assist with Sage Accounts, Payroll and payments.

Prepare documentation and support internal and external auditors during audits. Track and analyze company expenses, helping management identify cost saving opportunities.

Prepare, check and process supplier invoices and payments.

Assist with the preparation and processing of payroll including statutory deductions (PAYE, PRSI).

Hours of work:

Your normal working hours will be from 08.30 am to 17.00pm (Monday - Thursday) and 08.30am to 16.00pm on Fridays.

- **Sector:** construction

Career Level

- Professional