

# JOIN THE TEAM

## About Us

Digital Construction Technologies Group are a global virtual design and construction consultancy firm. We are talented, industry innovators, striving to deliver the most dynamic and constructible work for our clients, applying this to each and every project.

Digital Construction Technologies (DCT) Group was established in Ireland in 2018 and specialises in mechanical and electrical digital engineering and digital construction management within all sectors of the construction industry.

DCT has experienced considerable expansion over the past three years with employment growing from 1 to over 30 in that time. Now, with offices in Ireland, Argentina and Croatia, DCT has built up a reputation as the leaders in the virtual design and construction arena in a very short period of time.

## Benefits

- On-site parking.
- Company laptop.
- 21 days Annual Leave, plus 2 Self Care Days (Good Friday and Christmas Eve).
- Local gym membership.
- Cycle to work Scheme / Tax Saver Scheme.
- Pension.
- Annual medical screening.
- BIM Technician Training (CPD accredited).

## Locations

- Dublin, Ireland
- Obera, Argentina
- Zagreb, Croatia

## Main Sectors

- Commercial
- Residential & Retail
- Data Centres
- Education
- Healthcare
- Pharmaceutical
- Process

# Finance Assistant

Dublin Office, Part Time


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## To Apply


Submit your CV to [info@dctgrp.com](mailto:info@dctgrp.com) with the Reference ID in the subject line.

**Reference ID:**  
**Finance\_Assistant\_2021**

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 [www.dctgrp.com](http://www.dctgrp.com)

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Glasnevin, Dublin 9

 digital  
construction  
technologies

## Responsibilities

- Support finance function in Ireland, Croatia, and Argentina to collate reports on income expenditure for managed accounts.
  - Review current practices and advise on new process for managing accounts receivable, payable and accruals.
  - Work with company accountant to streamline all existing processes.
  - Manage incoming invoices and match against receipts, contracts to ensure they are correct before payment.
  - Working with CEO and Department Managers to generate and process invoices for payment, prior to them being sent out.
  - Prepare cost analysis reports for departments.
  - Set up, monitoring and control of direct debits.
  - Work with Office Manager to review and approve weekly timesheets for payroll purposes.
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## Required Skills

- 2 years+ in a finance role.
- Construction background an advantage (but not essential).
- Excellent communication skills.
- Proven relationship building skills.
- Proven track record in delivering against target dates/deadlines.
- Excellent IT skills, experience with Google Suite an advantage.