

## Job Description - Trainee QS

**About Toppesfield** – Founded by Chairman Matthew Pryor in 2004, Toppesfield has grown from strength to strength and has risen to its current position as the UK's largest independent surfacing contractor. Delivering projects nationwide, Toppesfield is the first name in surfacing, no matter what the size, sector, or location. Here at Toppesfield, our goal is to continually raise the benchmark for surfacing and associated services to the highest possible standard, thereby enhancing our position as contractor for choice for all surfacing works. We have created 300 jobs, established seven regional offices, and achieved an estimated turnover of £100 million and pride ourselves on the impeccable standards of workmanship that has delivered year on year growth.

**Role description** - We have an exciting opportunity for a Trainee QS who will work alongside and support our dynamic Commercial team, you will benefit from working within a supportive learning environment ensuring your personal development and opportunity to progress.

Reporting to the Managing QS you will fulfil a range of duties including:

- Prepare, maintain and process financial and project transactions
- Analysis of project costs and preparation of monthly cost reports and commentary for any variance
- Making site visits to carry out inspections
- Liaise with all levels of the construction and professional team, including clients.
- Valuing completed work and applying for payments
- Use systems and processes, allowing effective measurement of commercial performance
- Assist in provide accurate, real time, monthly reports (Cost Value Reconciliations) and outcome forecasts
- Attendee meetings onsite or elsewhere with the Site Teams, Clients, Suppliers, and other parties as required
- Support the Commercial and Sales team with admin tasks and ad-hoc duties

We require no previous experience as we offer full training, following recruitment further development training and opportunities will be available. This may include studying towards a degree at university which Toppesfield will sponsor.

### Our Benefits:

- 25 days Annual Leave + Bank Holidays.
- Employee Referral Scheme
- Employee Assistance Programme
- Employee Volunteering Programme
- Annual Leave Purchase Scheme
- Enhanced Maternity/ Paternity / Adoption Leave
- Learning and development opportunities.
- Supportive working culture and future progression opportunities
- Cycle to Work Scheme
- Bonus Scheme
- Birthday Bonus



- Discount Portal
- Company Social Events

**How to Apply** - Our company offers a competitive salary and benefits package.

To find out more about our company please visit our website [www.toppesfield.com](http://www.toppesfield.com), and to apply please email a copy of your CV and brief covering letter to [careers \(@\) toppesfield.com](mailto:careers@toppesfield.com) or contact Human Resources.

**Job Types:** Full-time, Permanent

**Salary:** £18,000.00-£21,000.00 per year