



<b>ROLE TITLE</b>	<b>Quantity Surveyor</b>
<b>FUNCTION</b>	Senior Commercial Consultant
<b>ROLE GRADE</b>	Consultant
<b>JOB FAMILY</b>	Commercial
<b>LOCATION</b>	LSouth East and Midlands
<b>ROLE PURPOSE</b>	<p>Be the Commercial support on a project portfolio of works to maximise Client's margins, reduce Client's cost going out of their business.</p> <p>To assist in all commercial and contract administration processes required to safely deliver Client's works whilst maintaining compliance to Client's company procedures and policies.</p> <p>To provide support, lead and encourage assistants and juniors to progress.</p>
<b>DIMENSIONS</b>	
<b>INTERFACES</b>	<p><b>Internal:</b> Line manager, Project Manager, Business Manager, Project Team, internal support functions, Head office.</p> <p><b>External:</b> Equivalent client counterparts of project management and commercial team and supply chain as necessary.</p>
<b>SAFETY</b>	<ul style="list-style-type: none"> <li>• Take reasonable care for the health and safety of yourself and of others who may be affected by your actions or omissions whilst at work.</li> <li>• Cooperate and support Client in all matters pertaining to Health and Safety to enable the Company to carry out and enhance its legal duties and requirements.</li> <li>• Responsible for the health, safety and welfare of all persons under your control.</li> <li>• Do not recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.</li> <li>• Bring to the attention of your manager any perceived shortcomings in health and safety arrangements or situations that you consider to be serious or imminent danger to yourself or others.</li> <li>• Do not undertake any safety critical work activity or activity for which a specific competence is required, unless you have received the necessary training/instruction and/or assessment and hold the appropriate Certificate of Competence/Authority to Work. Do not instruct others to undertake such work if they do not hold the appropriate Certificate of Competence/Authority to Work.</li> </ul>
<b>ACCOUNTABILITIES</b>	<ul style="list-style-type: none"> <li>• All duties required by the commercial department or project team, to ensure successful setup and running of a project or projects in compliance with all company standards.</li> <li>• Advising the Client Project Manager and if applicable Client Senior QS / Commercial Manager early, of any potential over-</li> </ul>





spends, non-compliances and any other problem areas on the project.

- Support Client where necessary for accepting budget & tender data from successful tenders into the Company accounting/Reporting System.
- Support Client where necessary within the Commercial Department and Project Team with the preparation of the monthly project reports from the Company accounting/Reporting System.
- Take responsibility for the preparation of the monthly Applications and Invoicing to ensure submission in a timely manner of an accurate document aimed at maximising the Client's financial position.
- Take responsibility for notifying your Client early of any increased project value or delay to project completion.
- Meet with your Client and their Project Sponsor on a monthly basis to discuss certificates.
- Take responsibility for the collection of cash and pursuit of certificates from clients in a timely manner, in order to maximise the Client's cash flow position.
- Take responsibility for advising the Client of Applications and invoices (recording accurately) and where necessary inputting onto the company accounts system including payment certificates.
- Take responsibility for the accuracy in producing accurate cash flow forecasts in line with Client's requirements.
- Take responsibility for raising PO requisitions, GRN and Off Hiring of plant equipment on the Client company accounting system (where necessary) in order to ensure accurate cost information on projects
- Take responsibility for ensuring inputting of Sub-Contractor Certificates where necessary on the Client company accounting system and ensuring the accuracy of information being recorded.
- Take responsibility for ensuring Sub-Contracts are administered correctly and to the benefit of the Client at all times.
- Take responsibility for the project correspondence and any potential time barring, also make the Client aware of contentious project correspondence.
- Take responsibility for identifying and recording change control opportunities together with inputting change control items to the Client's accounting system.
- Take responsibility for the provision of and copying substantiation for project change and/or costs.
- Meet with your Client and their Project Sponsor on a regular basis to discuss agreement and levels of substantiation required to close out change control items.
- Escalate at an early stage to your Client where Project Sponsors are being obstructive toward agreeing any change control issues.
- Take responsibility for the accuracy and timely manner with administration of the Client accounting/Reporting system.
- To manage, coach, motivate and educate any staff placed under your charge.
- At all times act in a professional manner toward internal and external contacts in keeping with





	<p>the company's reputation and image and in line with the company's RICS regulatory requirements .</p> <ul style="list-style-type: none"> <li>• Notwithstanding the above, where you and/or your commercial team are seconded to work within a JV, then you must comply with the JV directives and standards, where none exist then as a minimum the company standards will be expected to apply.</li> <li>• Take responsibility for providing support in closing out Final Accounts.</li> <li>• Ensure and effectively communicate to your Client's project team the Contract conditions and requirements.</li> <li>• Assist the Client is collating where necessary information for financial audits on your projects.</li> </ul>
<b>PERSONAL QUALITIES AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Energetic, positive person with a drive to solve problems and comply with procedures.</li> <li>• Strong work ethic, reliable and self motivated and confident client facing skills.</li> <li>• A commercial degree is required.</li> <li>• Proven record of commercial experience in projects.</li> <li>• Full driving licence</li> </ul>
<b>Operating Environment</b>	<ul style="list-style-type: none"> <li>• Ensure the Company Code of Conduct is thoroughly understood, adhered to and promoted across the business to ensure safe, compliant and consistent working practices.</li> <li>• To operate in an open and even handed manner with all personnel across the business. Treat all who we interact with, with courtesy and respect, treating everyone equally and embracing differences. Encourage everyone to achieve maximum potential.</li> <li>• To proactively contribute to teamwork and cross-functional working. To listen to each other and share knowledge enabling us to willingly combine expertise across the business and with our clients and supply chain.</li> <li>• Behaving with integrity and demonstrating professional image at all times. To always do what is right.</li> <li>• To take personal responsibility &amp; accountability for actions, constantly striving to improve and exceed expectations ensuring safety and quality are never compromised.</li> </ul>
<b>Deputising Arrangements</b>	<ul style="list-style-type: none"> <li>• During period reporting, particularly around period end the post holder should try to ensure they are available for work, where this is not possible a deputy can be agreed with the post holder and the line manager in order to ensure business continuity.</li> <li>• NB. It is the Post Holder's responsibility to ensure that the nominated Deputy is adequately briefed on their duties.</li> </ul>
<b>LAST UPDATE</b>	<ul style="list-style-type: none"> <li>• 28th March 2018</li> </ul>

