

**Reporting to:** Senior Quantity Surveyor

**Purpose:** The day to day financial and cost control and reporting of one or more developments from the Award up to and including completion of client and sub-contract final accounts, recovery/discharge of all retentions and completion of archive material.

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### **Achieving Results**

- Effective commercial control of all allocated projects/developments including provision of timely and accurate documentation in accordance with the Surveying timetable, in particular PPRs, all elemental reconciliations, cash flow forecasts, etc.
- Establishment of appropriate targets/rates and remeasurement/evaluation of labour only/direct labour outputs.

### **Managing the Process**

- Effective cash management including pursuit of timely Applications/Certification/Invoices/internal notices and receipts, careful administration of subcontractor accounts, at all times being cognisant of the need to cultivate effective/longstanding relationships and promote dispute avoidance.
- Keeping the Managing Surveyor informed of the progress of all accounts both Client and Sub-contract through to finalisation, including, the release of retentions.
- Ensuring, in conjunction with the Managing Surveyor, that payments/notices are effected in accordance with the Sub-contract and Construction Act and in particular, ensure any commercial threats to Projects are identified swiftly and communicated to the Managing Surveyor.
- Contract Administration - attending monthly project and client meetings and ensuring that surveying information and cost advice is provided in an accurate and proficient manner.
- Where required, ensuring that the procurement of sub-traders and suppliers is undertaken in a timely and cost effective manner in liaison with the Managing Surveyor, ensuring that packages are robust and buying gain is optimised.
- Timely production of the Main/Subcontract Final Accounts, including re-measurement as necessary to facilitate the optimum result, evaluation of all variations a loss and/or expense issues.
- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

### **Serving the Customer (Internal and External)**

- Effective interaction with other members of the project team promoting the commercial perspective on all issues.
- Form and develop relationships with client, PQS and Design Team.
- Form and develop relationships with supply chain.

- Working effectively with Site Management and rest of Team.

### Delivering Quality

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### Managing People

#### Monitor and Feedback on Performance

- Carry out annual and interim Performance & Development Reviews
- Control attendance
- Identify and act on performance shortfalls or training requirements that may arise during the year

#### Comply with Lovell Policy and Employment Legislation, relating to;

- Recruitment
- Induction
- Discipline & Grievance
- Health, Safety and Welfare
- Absence Management

#### Regularly Communicate

- Carry out daily / weekly / monthly communication with team

#### Give and Receive Feedback

- Regularly discuss individual and team progress through one-to-one's

#### Support Learning and Development

- Support staff to enable development in line with their PDP
- Encourage progression towards full professional membership, where appropriate

### Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Knowledge and protection of contractual position			
Commercial skills to maximise value recovery, cost control and cash management			
Knowledge and understanding of measurement and valuation			
Preparation and understanding of financial reports			
Knowledge and understanding of final accounts			
Knowledge and understanding of sub-contract orders and buying			

COINS			
Microsoft Word			
Microsoft Excel			
Microsoft Outlook			

### Training Matrix

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site in INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.