Role definition

|  |  |
| --- | --- |
| Job title: | Senior Fee Manager |
| Reports to: | Finance Director |
| Direct reports: | Deputy Fee Manager | Department: | Commercial |
| Business unit: | BakerHicks Limited | Location: | Warwick |

Summary

|  |
| --- |
| The Senior Fee Manager (SFM) will be responsible for all commercial aspects of opportunities / projects that are led from the Warwick office. |

Key objectives

|  |
| --- |
| * Produce monthly project financial performance via CVR for all jobs SFM is Commercial lead
* Build strong relationships and credibility with Project Managers (PMs) to enable accurate project reporting and appropriate contract administration
* Work with and assist the Finance Director (FD) with all Commercial team activities including process improvements
* Work closely with the Business Sector & Discipline directors as well as the finance team
 |

Principal responsibilities and accountabilities

|  |
| --- |
| * Ownership of contract reporting via CVR production, including interrogation of costs incurred to date and to complete
* Undertake weekly variance cost / hours analysis of actuals against forecast and present re-forecasts to enable successful decision making by the project manager
* Lead change management process with input from the project manager, including maintenance of change register
* Generating applications for payment and invoices together with all necessary back up and ensuring timely cash collection
* Working with discipline leads to challenge cost of further works
* Liaising with client commercial staff to build strong working relationships with clients
* Identify areas of risk and opportunity and manage each accordingly
* Advising Project Leads on commercial & contractual issues, including contract review and appointment of sub-consultants
* Assistance with fee build up during bid stage and negotiating rate changes with client on long term projects
* Leading ad hoc client audits
* Manage, supervise and support Deputy Fee Manager (DFM) in Warwick
* Other ad hoc and routine work as required
 |
|  |

Qualifications and training

|  |
| --- |
| * Contract administration knowledge / experience advantageous
* Quantity Surveyor (QS) or accountancy qualification desirable
 |

Technical skills and experience

|  |
| --- |
| * Demonstrable advanced excel skills
* Sound analytical ability
* Exceptional communication skills
* Confidence and ability to interact and build strong relationships across all levels
* Articulate, credible and highly motivated
* Highly organised
* Proactive, actively pursues improvement
 |