Role definition

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

Summary

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

Key objectives

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| * 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

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| * 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 |
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Qualifications and training

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

Technical skills and experience

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| * 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 |