

**Reporting to:** Senior Surveyor and/or Managing Surveyor (or from time to time other heads of departments during the training process).

**Purpose:** Assisting in 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.

---

<b>Achieving Results</b>
--------------------------

- Consistent provision of timely and accurate documentation/outputs to a given timetable, as directed by the SQS/MQS responsible.

<b>Managing the Process</b>
-----------------------------

- Assisting in project cost control procedures in particular, re-measurement of the works/variations, inventories of stocks and evaluation of the interim/Final Account.
- Assisting in and obtaining an understanding of effective management of cash, including careful administration of allocated sub-contractor accounts as directed by SQS/QS, at all times cognisant of the need to cultivate effective/longstanding relationships and promote dispute avoidance.
- Assisting SQS/QS as required, in the Main and Subcontract Final Account process.
- Assisting in the compilation and/or maintenance of sub-contract database/details, e.g. CIS/Insurances, etc.
- Assist in establish a procurement programme and enquiry list with the SQS/QS
- Attending, observing and participating as required with other members of the project team, internal and external, in such as progress meetings, etc.
- 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.

<b>Serving the Customer (Internal and External)</b>
---

- Form and develop relationships with PQS and Design Team.
- Form and develop relationships with supply chain.
- Form and develop relationships with the internal project team

<b>Delivering Quality</b>
---------------------------

- Ensure all work completed is accurate and free from errors (if you are not sure on anything the team is always willing to offer guidance)

<b>Technical Skills and Knowledge</b>
---------------------------------------

	Basic	Intermediate	Advanced
Knowledge and understanding of measurement and valuation			
Commercial skills to maximise value recovery			

Cost control			
Knowledge and understanding of administration of contract records			
Knowledge of construction			
Knowledge and understanding of contractual obligations			
COINS			
Microsoft Word			
Microsoft Excel			
Microsoft PowerPoint			
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.