Role definition

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| Job title: | Deputy Fee Manager |
| Reports to: | Senior Fee Manager |
| Direct reports: | None | Department: | Commercial |
| Business unit: | Baker Hicks Limited | Location: | Warwick |

Summary

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| The Deputy Fee Manager (DFM) will assist and report to the Senior Fee Managers (SFM). The DFM will take lead responsibility for all contracts where they are fee manager. In addition, the DFM will work collaboratively with their fellow Commercial team members to administer the CMAP timesheet system. |

Key objectives

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| * Build strong relationships with Project Managers (PMs) to enable accurate project reporting and appropriate contract administration
* Work with and assist the SFM with all Commercial team activities including process improvements
* Work closely with the Business Sector & Discipline directors as well as the finance team
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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
* Supporting PMs on change management process, including maintenance of change register
* Generating applications for payment and invoices together with all necessary back up and ensuring timely cash collection on all projects
* Liaising with Client commercial staff to build good working relationships and ensuring successful agreement of final accounts
* Assisting in the appointment of Sub-consultancy (Outworkers) on appropriate terms
* Assist in the preparation of Tender documents and fee build ups, including deriving appropriate draw down schedules related to cost forecasts to minimise negative cash flow
* Liasing with discipline leads to challenge cost of further works
* Identify risks on project gross margin through project knowledge
* Assistance in process improvement activities and management of timesheet system
* Other ad hoc and routine work as required
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Qualifications and training

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| * Contract administration knowledge / experience advantageous
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Technical skills and experience

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| * Demonstrable advanced excel skills
* Sound analytical ability
* Good communication skills
* Confidence and ability to interact across all levels
* Articulate, credible and highly motivated
* Highly organised
* Proactive
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