

Job Title: Assistant Quantity Surveyor

Reporting To: Senior Quantity Surveyor / Quantity Surveyor

Purpose: Assisting in the day to day financial control, reporting and commercial performance management of one or more projects from award up to final account.

Value

KPIs

<ul style="list-style-type: none"> Assist in the commercial control of all allocated projects including provision of timely and accurate documentation in accordance with the reporting timetable as required by the SQS/QS. 	<i>Accurate documents submitted in line with reporting timetable.</i>
<ul style="list-style-type: none"> Assist the SQS/QS with cash management including timely application / certification / invoicing / payment / receipts and careful administration of subcontract accounts. 	
<ul style="list-style-type: none"> Accurate valuations and/or SOR billing undertaken as required. 	
<ul style="list-style-type: none"> Management of subcontract accounts and keep the SQS/QS appraised of progress. 	
<ul style="list-style-type: none"> Assist the SQS/QS with subcontract payments as directed. 	<i>All subcontractors paid fairly in line with their subcontract and all notices issued in time.</i>
<ul style="list-style-type: none"> Assist with the procurement of subcontract trades as directed. 	
<ul style="list-style-type: none"> Assist with the effective commercial management of contracts to maximise gross margin. 	<i>Gross margin meets or exceeds budget.</i>
<ul style="list-style-type: none"> Site visits as required to carry out surveying duties. 	

Right First Time

KPIs

<ul style="list-style-type: none"> Utilise the iMS system and Commercial Management Rules to ensure standards and consistency across the business. 	<i>Contract KPI's reported to client are accurate.</i>
<ul style="list-style-type: none"> Assist in pulling together information for contract KPI's 	

Role Description

<ul style="list-style-type: none"> Assist in implementing all our policies, company and industry standards and initiatives and manage contractual compliance across all projects as directed. 	<p>Work produced free of errors or inconsistencies.</p>
<ul style="list-style-type: none"> Ensure integrity of financial information/work produced as directed by the SQS/QS 	

Customer Recommended

KPIs

<ul style="list-style-type: none"> Form and develop effective relationships with the client, PQS and any design team members where applicable. 	<p>Build relationships with key project stakeholders, external and internal.</p>
<ul style="list-style-type: none"> Form and develop effective relationships with the supply chain. 	
<ul style="list-style-type: none"> Network via regular meetings and on-going contact with key client, subcontract and supplier members where applicable. 	
<ul style="list-style-type: none"> Effective interaction with other members of the project team. 	
<ul style="list-style-type: none"> Attend project meetings as required. 	

People Promise

KPIs

<ul style="list-style-type: none"> Be a role model for our 'Peoples Promise' recognising the efforts and achievements of other team members. 	<p>Complete actions on the PDP</p>
<ul style="list-style-type: none"> Actively participate where possible in the 'Perfect Delivery' programme and support improvement programmes to promote employee engagement. 	
<ul style="list-style-type: none"> Collaborate with other surveyors and colleagues in the region to develop best practise. 	
<ul style="list-style-type: none"> Follow and complete any actions on your Personal Development Plan. 	

Safe

KPIs

<ul style="list-style-type: none"> Evidence a basic knowledge of Morgan Sindall Property Services policies and procedures in respect of Health, Safety, iMS, I.T. and Human Resources. 	<i>Basic knowledge of MSPS policies.</i>
<ul style="list-style-type: none"> Evidence a basic knowledge of and ensure conformity with Statutory Compliance e.g. The Housing Grants, Construction and Regeneration Act. 	

Technical Skills and Knowledge

Safe

People Promise

Right First Time

Value

Recommended

	Basic	Intermediate	Advanced
Knowledge and protection of contractual position.			
Commercial skills to maximise value recovery, ensure cost control and cash management.			
Knowledge and understanding of measurement and valuation.			
Knowledge and understanding of budgets and forecast management.			
Knowledge and understanding of administration of contract records			
Cost control			
Knowledge and understanding of subcontract orders and buying.			
Knowledge of responsive, cyclical and planned maintenance.			
IT systems and packages			