Role definition

|  |  |  |  |
| --- | --- | --- | --- |
| Job title: | Commercial Manager | | |
| Reports to: | Senior Commercial Manager | | |
| Direct reports: | None | Department: | Commercial |
| Business unit: | BakerHicks Limited | Location: | Salford Quays |

Summary

|  |
| --- |
| The Commercial Manager (CM) will assist and report to the Senior Commercial Manager (SCM) in Salford Quays. The CM will take lead responsibility for all contracts where they are commercial manager, working collaboratively with various Project Managers (PMs) to ensure commercial information is accurate and available. |

Key objectives

|  |
| --- |
| * Build strong relationships and credibility with PMs for all contracts to enable accurate project reporting and appropriate contract administration * Work with and assist the SCM 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 all contract reporting including Cost Value Reconciliation (CVR) production, as well as interrogation of costs incurred to date and to complete * Assist in contract variation / change management process with input from the PM, including maintenance of change register * Generating applications for payment and invoices together with all necessary back up and ensuring timely cash collection * 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 * Working with discipline leads to challenge forecasted cost to complete * Liaising with client commercial staff to build strong working relationships * Identify areas of risk and opportunity and manage each accordingly * Advising and assisting PMs on Commercial & Contractual issues * Assistance in process improvement activities and management of timesheet system * Other ad hoc and routine work as required |
|  |

Qualifications and training

|  |
| --- |
| * Excellent numeracy and commercial skills essential * Contract administration knowledge / experience advantageous |

Technical skills and experience

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