

# Job Description

Job Title	Senior Quantity Surveyor
Department	Green Homes
Location	Ealing, travel as business needs require. Head Office Dartford, subject to change on allocation of new premises.
Reporting to	Area Manager (Ealing)
Line Manager to	N/A
Key Relationships	Operations Director, Area Manager, Commercial Department, Green Homes Administration Department, HR, H&S, Finance, Customers, Clients.

*The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Everwarm. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.*

*You may be required to carry out other duties in order to commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice.*

*This job description, through Business reasons, may be altered from time to time to meet the changing needs of the Company.*

## Overview of the Role

### Control financial aspects of the contract including:

- Supporting the Area Manager and Operations Director to ensure current processes and procedures are implemented and actioned. Report to Area Manager of the Ealing Project.
- Liaise and work closely with the Area Manager, Operations Director, and Commercial Team on all aspects of the project.
- Assist the Commercial and Operational team on legal and financial aspects to reduce the Company's exposure to risk.
- To audit the contract documents and bring any discrepancies to the attention of the Area Manager and Operations Manager.
- Produce an accurate cash flow forecast based on the project programme and update as work proceeds
- Produce a detailed cost plan / buying schedule for each project. Liaise with the Procurement Manager.
- To prepare a detailed preliminaries expenditure schedule for discussion and agreement.
- To identify the most appropriate work packages and sub-contractors and agree same with Contract and Site Management.
- Ensure subcontract orders are placed in line with projects financial targets, the programme and/or procurement schedule. Ensure adequate quotations are available for comparison giving due regard to value and programme. Ensure a comprehensive analysis is undertaken on all quotations to take into account omissions and qualifications.
- Ensure all orders are issued in line with company procedures and include all relevant documents, dates, terms and conditions. Ensure that all technical matters are identified and addressed.
- To liaise with procurement manager to ensure that all sub-contractors appointed to the works have been assessed in accordance with the company's procedures.
- Produce and issue valuations in accordance with the contract documents, including cost valuation reconciliation to the Accounts Manager as per the current payment calendars
- Produce and maintain an ongoing Draft Final Account and submit the same with each valuation to ensure the Client is kept fully informed of their obligations.

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- Identify and properly value all variations to the contract, and seek to pre-cost and agree same with Client or their representative wherever possible.
- Comprehensively assess sub-contractors accounts and produce sub contract payment certificates in line with Company terms and Conditions.
- Issue Withholding Notices in good time against applications or invoices where appropriate to do so.
- To agree Sub-contractor accounts as early as possible and before Lakehouse Final Account, to ensure that all claims against the Client are known.
- Ensure subcontract final account statements are received prior to their final payment being released.
- Report to the Area Manager and Operations Manager on financial and operational issues and as appropriate

## Qualifications

### Essential:

- Minimum HNC in a construction related discipline
- QS degree.
- Membership of RICS and/or CIOB.

## Person Specification

### Skills and Knowledge:

- Excellent interpersonal and communication skills.
- Thinking clearly and analytically.
- Work effectively in a team environment.
- Proficient in the use of Microsoft Office programs, specifically Excel.
- Time management and prioritizing.
- Listening and organizing
- Give clear information.
- Gather unbiased information
- Identifying and solving problems

### Experience:

- Minimum of 5 years' experience as a main contractors Quantity Surveyor running the financial aspect of social housing construction projects.
- Experience of frameworks and social housing projects.

### Personal Attributes:

- Self-driven, results orientated with a positive outlook, clear focus on customer satisfaction
- Good planner and able to assess own performance.
- Reliable, tolerant, empathetic, team player.
- Sufficiently mobile and flexible to attend evening meets/forums
- Well-presented and business like
- Accurate, assertive and articulate, and attention to detail.
- Ability to challenge
- Enthusiastic.
- Adaptable
- Analytical and logical.
- Self-reliant and organized
- Encouraging to others.
- Persuasive

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## **Additional Requirements:**

- Disclosure Check
- Full UK Driving License

## **What We Offer**

- Competitive Salary
- Employer contributed pension scheme
- Employee Assistance Programme with 24 hours telephone and online access
- Generous Sick Pay
- Business expenses e.g. transport claims in line with Company policy.
- 32 days annual leave (Inc. statutory bank holidays and Christmas and New Year Closure!)
- Sureserve Group Academy programme that acknowledges the success of our trainees and apprentices
- Sureserve Group Legends scheme, with a reward for the ultimate legend!
- Employee engagement events to bring together colleagues and families e.g. Everwarm Family Fun Day, Summer BBQ, Christmas Night out!
- Access to Flexible Benefits Scheme (including buy holidays, discount to retailers, bike to work scheme, Healthshield care plan, and many more).
- Work for PLC Company with option to join share save scheme.