

## ROLE PROFILE

<b>Function</b>	<b>Commercial</b>	
<b>Job Title</b>	<b>Senior Quantity Surveyor</b>	
<b>Grade</b>	<b>M2</b>	
<b>Reporting Lines</b>	<b>Reports to</b>	<b>Managing Surveyor</b>
	<b>Direct Reports</b>	<b>N/A</b>

### Aim of the role

To work as an effective part of the Commercial team in the provision of quantity surveying services.

### Responsibilities and Duties

- To prepare, submit and agree all Final Accounts in a timely manner that achieves best value for the Company
- Prepare the submission and agreement of any contractual claims as requested
- Take timely and proper action (e.g., notices) in accordance with the contract/ sub-contract
- Submit detailed, accurate and timely interim applications for payment
- Check that all sub-contractors are procured to the programme and that agreements are robust in order to achieve best value
- Give support and advice to site teams with contractual matters where possible
- Ensure in conjunction with the Managing Surveyor, that the risk mitigation strategy is effectively managed

### Knowledge Skills and Experience

- Degree in Quantity Surveying is preferred
- Good knowledge of contract conditions and law within the Construction Industry
- Excellent organiser with proven time management skills
- Excellent communication skills
- Experience in housing is desirable but not essential.

Our Values	
<b>Collaborative</b>	Act as one team Communicate Assume everyone has the best intentions Find a shared solution
<b>Trusted</b>	This starts at the top Ensure everyone feels valued Say what you mean, do what you say Be open and honest
<b>Focused</b>	Make sure we deliver Be present in the process Be thorough and disciplined Understand the end goal