

ROLE PROFILE

Function	Commercial	
Job Title	Quantity Surveyor	
Grade	M1	
Reporting Lines	Reports to	Managing Surveyor/ Commercial Manager
	Direct Reports	N/A

Aim of the role

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

Responsibilities and Duties

- Preparing cost to complete documentation in line with the commercial timetable, and ensuring financial accuracy when predicting profitability for each scheme
- Produce accurate monthly accruals
- Assess exactitude of subcontract valuations/ applications for payment, forwarding approved documentation onto the relevant departments
- Apply risk, value management and cost control mechanisms
- Undertaking cost analysis comparisons for sub-contracts from tender enquiry to analysis and contract placement
- Professionally manage subcontracts from first valuation through to final account
- Ensure predicted profitability is upheld through the lifecycle of the development
- Accurately forecast quarterly cash flow of Roads & Sewers spend

Knowledge Skills and Experience

- Relevant degree qualification in Quantity Surveying
- Self-motivated and an ability to work co-operatively as part of a team
- Ability to take initiative in resolving problems

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