

Quantity Surveyor

Roles and Responsibilities:

1. Cost Management and Estimation:

- Preparation of Estimates: Develop detailed cost estimates for projects and project variations upon client request, ensuring all aspects of the subcontracted work are covered.
- Budget Management: Establish and maintain budgets, monitor expenditures, and report any variances.
- Cost Forecasting: Provide regular updates on cost forecasts and ensure that any potential cost overruns are identified and mitigated early.

2. Contract Negotiation:

- Contract Review: Review contract terms and conditions to ensure they are favourable and in line with the company's policies.
- Negotiation: Negotiate contract terms with clients and main contractors to secure the best possible terms for the subcontractor.

3. Project Planning and Coordination:

- Project Scheduling: Work closely with project managers to develop realistic schedules and timelines for project completion.
- Resource Allocation: Assist in determining the necessary resources (labour, materials, equipment) required for the project. Including:
 - Project specific labour targets
 - Project specific material schedules
- Progress Monitoring: Track project progress against the plan, ensuring that work is completed on time and within budget via monthly commercial review meetings.

4. Valuation and Payment:

- Formation: Create white-cards and/or bill of quantities for valuation purposes.
- Interim Valuations: Conduct regular site visits to value the work done and prepare interim applications for payment.
- Final Accounts: Prepare and agree on final accounts with the main contractor or client, ensuring that all work is accounted for and paid.
- Payments: Actively chase payments for interim applications. Follow up with clients and main contractors to ensure timely payment and escalate any issues or delays to senior management if necessary.

5. Management of Suppliers and Subcontractors:

- Subcontract Orders: Prepare and issue subcontract orders, ensuring clarity and completeness of scope.

- Subcontract Payments: Evaluate and process subcontract payment applications either via Prostruction if working under a Contract for Services, or via Payment Certificate if working under a formal Subcontract Order.
- Subcontract Variation Accounts: Manage and assess variations submitted by subcontractors, ensuring all changes are documented, evaluated, and approved appropriately, with all costs being recovered from the main contractor or client where possible.
- Subcontractor Performance: Monitor and evaluate subcontractor performance, addressing any issues related to quality, progress, or compliance with specification.

6. Contract Administration

- Commercial and Contractual Correspondence: Respond to any commercial or contractual letters received from the client promptly and professionally, ensuring all communications are well-documented and comply with contractual obligations.
- Notification of Delays: Ensure timely notification to the client of any delays, including documentation and justification as required by the contract.
- Claims: Prepare and submit claims for extensions of time, compensation events and/or loss & expense where necessary, ensuring claims are fully substantiated.

7. Risk Management:

- Risk Assessment: Identify potential risks to the project's financial health and develop strategies to mitigate them.
- Dispute Resolution: Handle any disputes that arise related to costs, payments, or contract terms, working towards amicable solutions.

8. Reporting:

- Reporting: Maintain detailed records of all financial transactions and prepare regular reports for senior management, including cash-flow forecasts, cost-value reconciliations, and revised profit calculations.

9. Client and Stakeholder Management:

- Liaison: Act as the primary point of contact for clients, main contractors, and other stakeholders regarding all financial and commercial aspects of the project.
- Relationship Building: Build and maintain strong relationships with clients to ensure repeat business and positive referrals.

10. Cost Control:

- Change Management: Evaluate the financial impact of any changes to the project scope and ensure that all variations are captured and charged appropriately.
- Value Engineering: Work with the design and project teams to identify and implement cost-saving measures without compromising on quality.

11. Procurement:

- Purchase Orders: Review and approve purchase orders for materials where orders fall out-side of project budgets.

12. Technical Support:

- **Technical Advice:** Provide technical support and advice to the project team on cost-related matters.

Key Skills and Competencies:

- **Analytical Skills:** Strong ability to analyse and interpret financial data.
- **Attention to Detail:** Meticulous attention to detail in cost preparation and financial reporting.
- **Negotiation Skills:** Effective negotiation skills to secure favourable outcomes and resolve disputes.
- **Communication Skills:** Excellent verbal and written communication skills for clear interaction with clients and team members.
- **Technical Knowledge:** Understanding of construction processes, materials, and methods.
- **IT Proficiency:** Proficiency in relevant software, such as OnScreen Takeoff, QuickBid and Prostruction as well as Microsoft Office [Word, Excel, Outlook].