

# come and work with us



## Cost Clerk

### The Role:

Currently have an opportunity for a Cost Clerk to provide accurate cost capture and reporting on project spend. To ensure correct allocation to schedule of cost codes and ensure provision and maintenance of site premises.

### Key Responsibilities:

Provide information for client/internal reports as requested by commercial or site personnel. Effectively liaise with Site Teams making them aware of key project cost information. Manage and facilitate the cost close out of projects, ensuring any outstanding issues/cost commitments are dealt with in a timely manner.

Manage and implement accurate cost reporting at key stages during the life of the project (CVRs & CTC reports + weekly cost & Plant reports) including accrual v invoice check reports

Effective communication with Qs and Site teams on any cost matters which may arise. Establish WBS structures on projects where required and implement procedure which ensures costs are being correctly allocated to the structure.

Liaising with the Delivery Team and internal/external supply chain.

Attend cost/commercial meetings required in order to fulfil the role.

Chair and lead own cost meeting with relevant stakeholders to ensure best practice with regard cost and accrual management.

Preparing audit data for the cost assurance team as and when required.

Receive Goods Received Notes from site. Manage and control ticket receipts ensuring that Site Managers are getting their tickets in on time

Enter details of the Goods Received Notes against appropriate order in system.

Liaise with suppliers and sites to verify delivery of plant and materials to enable payment of invoices, in particular where tickets are missing or queries need resolving.

Liaise with Purchase Ledger department to match invoices with Goods Received Notes

Verify lists of all invoices, payments and Goods Received Notes for the contract to finalise the account.

Process Site Agent returns to ensure costs are allocated to the appropriate cost codes.

Deal with general cost administration queries.

Liaise with Plant/Buying Dept. in order to rectify any order queries.

Ensure prompt resolution of invoice queries.

Ensure timely collection of credit notes

Issue weekly Plant Book and co-ordinate/ensure appropriately completed and returned by the Site Manager.

Finalisation of costs in preparation for final accounts, including recoding to align with cost capture if required

Chase and receive weekly timesheets from each site then process and submit to payroll for wage payment, resolving any timesheet queries with Site Managers.

Liaise with site to keep up-to-date with cost codes and progress on sites.

Ensure site allocation sheets are maintained on projects and the information is up-to-date on allocation of plant, staff and materials.

Provide information on contract costings as requested.

Filing cost information and tickets etc as required.

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The Barhale logo consists of a yellow circle with a white dot inside, followed by the word "Barhale" in a bold, white, sans-serif font. The background of the top section of the page is a photograph of construction workers in orange safety gear and white hard hats, standing on a metal railing against a blue sky with white clouds.

## **Key measures & targets:**

Delivery on time  
Cost to complete reporting and final cost close out reporting  
Accrual/Cost management  
Effective and efficient cost administration

## **Key relationships:**

Cost team  
Senior Cost Manager  
Internal and external Supplier  
Project teams

## **Person Specification:**

The successful candidate is likely to meet all of the following criteria:

Construction industry experience is desirable but not essential.  
Siteman accounts system knowledge is preferred but not essential  
Cost Clerk experience is preferred but not essential  
Well versed in using MS Office applications such as MS Word and Excel  
Knowledge and Experience of Purchase Ledgers/Accounting cost systems  
Experience of utilising a range of industry standard processes and systems in order to effectively deliver a project.  
Positive and confident  
Excellent communication skills  
Team Player – ability to work well within commercial teams  
Excellent organisational skills, methodical/systematic.  
Excellent time management skills, with ability to work to tight deadlines.  
Able to see tasks through to completion.  
Ability to work under own intuition (think of new ways of working in order to drive efficiencies)

## **Benefits:**

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

In addition you may be eligible for entry into the Company's non-contractual bonus scheme, based upon, among other things, the performance of the employee and of the business unit and/or Company.

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## About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 800 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

**Water:** Civil Engineering, Tunnelling, Pipelines and Utilities

**Transport:** Rail, Aviation, Waterways, Highways and Bridges

**Energy:** Power Generation, Power Transmission and Distribution, Waste

**Developer Services:** Civil Engineering across private sector developers UK wide

**Specialist Businesses:** Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

## How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to [careers@barhale.co.uk](mailto:careers@barhale.co.uk).

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favorable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.