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Quantity Surveyor (Cost Manager)

The Role:

The Cost Manager (Quantity Surveyor) will be part of our team at the @one Alliance partnership based at our client's co-located offices in Peterborough. This person will be accountable for the commercial and cost management of projects, from inception through to close out. The role involves ensuring all operations are carried out to control costs, maximise value, minimise future liabilities and maintain the required standard of quality and safety. This is all to be carried out working as part of an integrated delivery team and ensuring compliance with the Alliance and Anglian Water governance procedures.

Key Responsibilities:

Processes

- Help ensure that commercial processes are adhered to across the business unit and actively seek to improve processes and procedures
- Have a good understanding of the processes and procedures used by any Alliance that we are working within and assist in their development and improvement
- Ensure final accounts are prepared timely and accurately
- Collate actual costs in accordance with the respective work breakdown structure and capture all cost base requirements
- Ensure financial information for audits is collated and cost assurance processes are followed

Reporting

- Ensure robust, accurate and timely cost and value reporting at both project and business unit level
- Ensure accurate cash flow reporting takes place
- Carry out cost management including forecasting
- Provide reports on actual costs v estimate and identify underlying reasons for any variance
- Update the monthly CVR, cost and commercial plans

External relationships

- Help ensure that any main contracts entered into have terms and conditions that are appropriate for Barhale, with commercial risks identified
- Ensure the Alliance Contract is properly administered including timely issue of early warnings and contractual notices, ensuring that the relevant parties are kept informed
- Ensure that the supply chain are engaged appropriately with the correct contract terms and conditions
- Build and maintain good client relationships
- Be responsible for subcontract letting, negotiation and financial accounting
- Prepare applications for payment
- Liaise with the client, client representatives and other third parties on commercial issues, including agreement of variations, claims and additional payments

Internal relationships

- Work with site management to forecast predicted spend and cash recovery and ensure that both are kept in line with target
- Work closely with the procurement team and Project Delivery Manager to develop and monitor procurement strategy

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- Ensure all project team members understand the contractual arrangements
- Work in collaboration with the Delivery Team to identify, implement and monitor efficiency plans throughout the lifecycle of a project or programme of projects
- Work with the Delivery Team to ensure project and programme risk mitigation plans are considered, put in place and administered
- Ensure any withheld, disputed or disallowed costs are reported to the Project Commercial Manager and any inadmissible costs are not included within the project costs
- Work closely with the site team to ensure change is captured
- Be proactive and advise site teams on costs and management of costs
- Share best practice with others
- Coach/mentor and develop Assistant Quantity Surveyor
- Work effectively with the commercial team, including cost clerks and commercial support staff and ensure effective interaction between them and operational site teams

Key measures & targets:

- Project team awareness of Commercial Performance
- Forecasting Accuracy
- Contract cash flow and change management
- Contract subcontract procurement and management
- Cost Value Reconciliation
- Stakeholder Management
- Maintain deadlines in line with monthly commercial calendar

Key relationships:

- Commercial Manager/Managing Quantity Surveyor and rest of Commercial Team
- Site teams
- Business Development and Bid Managers

Person Specification:

The successful candidate is likely to meet the following criteria:

Essential

- Previous experience of the construction industry
- Familiarity with NEC forms of contract
- Previous experience of commercial management and procurement of subcontractors, including chairing regular meetings, measurement and control cycle, certificates and accruals calculations
- Good knowledge of monthly reporting, earned value analysis, estimation and cost analysis
- HND/degree in Quantity Surveying, or equivalent
- Excellent communication, numeric and computer literacy skills
- Ability to use spreadsheets to interpret and collate financial data
- Excellent organisation and time management skills, with ability to work to tight deadlines
- Ability to work effectively in a team but also able to work on own initiative
- Ability to adapt and challenge
- Confident communicator with all levels of personnel
- Ability to appropriately delegate tasks

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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:

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

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 600 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.

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable 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.