



Assistant Quantity Surveyor

The Role:

The Assistant Quantity Surveyor will work within the Anglian Water IOS framework commercial team, assisting with the control of costs, maximising value, minimising future liabilities and maintaining the required standard of quality and safety. They will work with the project teams liaising with relevant parties to assist in improving cost efficiency and creating an environment of outperformance.

Key Responsibilities:

- Monitoring, recording and presenting relevant cost data
- Provide assistance with preparation of integrated cost forecasts and reports for projects
- Monitor insurance claims including collation of cost information in relation to them
- Ensure contract files and records are maintained and kept up to date
- Be responsible for ensuring final accounts are prepared timely and accurately
- Keep the Partner Commercial Lead and relevant Programme Managers informed of all relevant commercial issues
- Follow cost assurance processes and collate financial information for audits
- Ensure actual costs are collated in accordance with the respective WBS and all cost base requirements are captured
- Work to facilitate payments to subcontractors and from client
- Ensure scheme (and gang, where applicable) production and profitability is recorded
- Monitor direct labour payments and ensure they are reported correctly
- Analyse individual cost items to assist in measuring cost efficiency improvements
- Accurately report withheld, disputed or disallowed costs and assist with resolution of disputes
- Assist with subcontract preparation, measurement of interim and final accounts and support the Partner Commercial Lead in relation to disputed subcontract accounts and claims
- Monitor and expedite payments from the client
- Assist in preparation of cash forecasts

People responsibilities and skills

- Apply rigour to key projects and tasks that require accurate and timely delivery without stifling new ideas and approaches
- Apply a mature understanding of processes ensuring they enable people to deliver
- Engage with the client and ensure involvement with them is maintained
- Liaise with stakeholders and manage their expectations
- Live the continuous improvement philosophy, constantly challenging self and others in a realistic and positive way
- Take personal accountability for team and the outputs

Health & Safety

- Build a culture in which nothing is so important that we can't take the time to do it safely, embracing the importance of health and safety in all circumstances and leading by example
- Complete and comply with all operational site health and safety requirements to ensure safe working practices
- Ensure Personal H&S and MTRA are completed and valid
- Ensure near misses are recorded through Good Catch
- Carry out ad hoc risk assessments as necessary

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Ensure behavioural safety and subcontractor procurement aligns with AW health and safety principles

Key measures & targets:

Accurate monthly forecasting
Challenging resources and costs
Maintaining deadlines in line with monthly commercial calendar

Key relationships:

Cost Manager and rest of Commercial Team
Project Manager
Estimator
Client representative

Person Specification:

The successful candidate is likely to meet the following criteria:

Essential

Knowledge and interest in preparing final accounts, cash flow forecasts, audits, estimation and cost analysis to specific deadlines
Proficient in using Microsoft Office, particularly Excel
Excellent numeric and literacy skills
Knowledge and interest in interpreting and collating financial data
Keen to learn with drive to pick up new skills and experience
Good communicator, able to communicate detailed data to a non-data literate audience
Ability to build and develop positive relationships, working in an integrated team of people from different companies and disciplines
Ability to manage/prioritise workloads to meet tight deadlines
Ability to adapt and challenge

Desirable

Previous experience of the construction industry
Familiarity with ICE/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 and earned value analysis
Knowledge of estimation and cost analysis

Benefits:

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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.