

Managing Surveyor/ Commercial Manager



Department: Commercial

Responsible for: Financial management of Contracts in partnership with the Contracts Managers and/or Project Managers.

Main Duties:

1. Vet contract documentation on receipt from Client to ensure compatibility with the Company's Tender and subsequent negotiations.
2. Vet contractual Terms and Conditions and negotiate amendments with the Client where required by the Commercial Manager.
3. Produce Commercial Risk Register for each contract. Monitor risk and assist in implementation of agreed mitigation measures.
4. Prepare and issue Enquiries for Major Plant & Equipment and Sub-Contract packages. Vet quotations commercially and negotiate price and terms with vendors. Issue resultant Purchase Orders.
5. Prepare and submit Applications for Payment and/or Invoices, obtain Payment Certificates and progress Client Payments in accordance with contractual provisions.
6. Measure, submit and agree Variations, Loss & Expense and/or Compensation Events in accordance with contractual provisions to facilitate prompt agreement of Final Accounts.
7. Monitor on-site record keeping. Prepare and issue Notices in accordance with contractual provisions.
8. Prepare and submit monthly Cost Value Reconciliations and Cash/Spend Profiles. Attend Contract Review Meetings.
9. Authorisation and coding of Suppliers' and Sub-Contractors' Invoices and submission to Finance for payment.
10. Measure, certify and agree Sub-Contractors interim valuations and final accounts. Prepare and issue contractual notices to Sub-Contractors.
11. Assist the Finance Department in securing payment of Invoices and/or Applications for Payment.

Core Competencies:

1. Excellent internal and external communication skills with a customer focus.
2. PC literate with a good working knowledge of Microsoft Excel and Word. Experience of Financial and Contract Management software packages is advantageous.
3. Good motivational and organisational skills with the ability to use initiative and prioritise workload.
4. Good commercial acumen and negotiation skills.