

## Senior Quantity Surveyor Job Description

### Why do you need me?

With your detail-oriented skills, you'll oversee and monitor the costs incurred during our roofing & cladding construction projects, ensuring each project achieves the budgeted profit. You'll ensure applications for payment are robust, accurate and timely to ensure financial strength continues. You'll build strong internal relationships with our Contracts, Finance and Commercial teams as well as with clients and suppliers to ensure completion of high-quality roofing and cladding projects.

### What will I do?

- **Project Budgets** – Review the program and prepare internal budgets for the monitoring of revenue and costs throughout the project so that any variances can be quickly identified
- **Cashflow Preparation** – Prepare the project cashflow, providing to clients when required, so that there is visibility of cash requirements across the company
- **Payment Management** – Manage the payment process for construction projects including negotiating payment terms, applications for payments and preparation of final accounts so that we receive timely payments from clients and minimise cash requirements
- **Contract Review** – Review contracts and collateral warranties, raising queries with the client, taking legal/insurer advice as required, so that any disadvantageous terms or clauses are removed or changed
- **Valuation** – Complete valuations for completed works, liaising and agreeing with the Contractor QS, for robust and accurate payment applications that are paid in full by the client
- **Teamwork** – Attend site regularly as part of the site team to ensure all work and variations are captured correctly. Attend site meetings to ensure project progress is in line with cost estimates
- **Risk Analysis** – Identify any risks around the likelihood of a cost variation, raising internally or with the client, as appropriate
- **Variations** – Provide the clients with prices for variations to contract, with the support of cost planners when complex, ensuring appropriate payment for additional work. Review construction drawings and specifications to identify potential conflicts or discrepancies
- **Sub-Contractor Management** – Source and manage the procurement, scope of works and payment of sub-contractors as required, in conjunction with the contracts team, monitoring completion of works and reviewing invoices to ensure agreed works are completed and accurately billed. Collaborate with our internal team to ensure cost-saving opportunities can be explored without compromising on quality
- **Reporting** – Complete monthly applications and progress reports, CVRs and other progress/financial reports required by the client and our senior management team
- **Team Leader** – Ensure the team has the support they need to fulfil their job roles. Hold regular 1:1s to set objectives, with mid and end of year reviews to assess performance against those objective. Attend Senior Management meetings weekly to set the workload for short-, medium- & long-term goals and fulfil reporting duties required
- **Other tasks that you'd expect in this role:**
  - **Safety, Health and Environment** – Visibly engage with our culture of health, safety and environmental protection through safety excellence and ensuring that we meet statutory obligations and industry standards to minimise risk, prevent incidents and protect the business.

### What does good look like?

You'll offer the team a slick and efficient quantity surveying service that's highly valued by the business. You'll be a leader, planner and collaborator and keep a strong sense of order and communication between the office and site.

You'll be organised, professional and the face of MCS on site with our clients, ensuring our core values are delivered in our relationships with them.

You'll be able to learn new IT systems quickly and use them for their intended purpose consistently.

You'll know what will work in a business like ours and offer simple and practical solutions.

### What experience, knowledge and qualifications will I need to apply?

**Essential:** - A degree in Quantity Surveying accredited by the Royal Institute of Chartered Surveyors (RICS), Construction or Commercial Management.

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If your degree is in a different area, you'll have done a RICS accredited postgraduate conversion course. You must have a strong knowledge of construction materials and methods and can demonstrate proficiency in cost estimating and project cost control software

**Desirable:** - MRICS membership, project management qualification (e.g. Prince 2), minimum 3 years' experience as a Quantity Surveyor in the roofing & cladding sector

### What competencies and skills will I need to do well?

Excellent analytical and numerical skills with a keen attention to detail.

Positive 'can do' attitude, self-motivated and able to work independently and as part of a team. Excellent communication and influencing skills. Enjoys continuous improvement supported by great IT skills.

Great negotiation skills.

Able to prioritise and manage conflicting priorities, work well under pressure and meet tight deadlines.

Ability to adapt to change and suggest improvements to processes.

Able to make decisions but know when to ask for advice.

A good sense of fun and the ability to build working relationship across the business internally and externally with customers and suppliers.

Empathetic, aware of own impact on others and able to adapt style in different situations.

### Who's my manager?

Joint Managing Director / Commercial Manager (when appointed)

### Where will I work?

Almondsbury Business Park and site (various within South West and South Wales)