

Assistant Quantity Surveyor

Reporting to: Senior Quantity Surveyor

Responsible for: Commercial performance of projects to achieve optimum recovery and cash flow while the costs of projects in real time. Effective and fair management of Suppliers and Sub-contractors.

Main role: Assist in the commercial delivery of all assigned projects and report financial results in a responsible manner to meet the needs of the business while developing client relationships.

Key responsibilities:

People:

- Client Management – create and maintain open communication with the client and assist the Commercial Manager with client related commercial issues
- Assist in producing the client's forecast cost to complete giving consideration to the clients project budget and the completion date
- Treat all clients fairly and reasonably
- Understand the requirements of all the Stakeholders of the project including but not limited to statutory authorities and regulators
- Ability to help the client achieve their aim on all projects
- Working with the Commercial Manager to ensure the project is commercially viable to Land & Water
- Show respect to all employees of the Land & Water Group, our clients and all stakeholders including when dealing with members of the public

Planet:

- Promote the ethos and image of Land and Water Services
- Understand environmental legislation applying to your contracts
- Carryout works with a minimal impact to the environment
- Consider environmental impact and sustainability with the procurement decisions
- Assist the site team so that all waste material generated is disposed of in accordance with the SWMP and Waste Management Licensing Regulations, or that a suitable exemption is in place.
- Ensure the correct waste transfer tickets are used and a record of all waste movements is kept.
- Consider the environmental security of projects and sites

Profit:

- Assist in the production of contract Budgets, Costs to Complete and Cash Flow Forecasts to enable real time decisions to be made for the commercial benefit of LAWS and the client
- Help to manage the assets of the business efficiently
- Understand the contract programme in terms of critical path, Contractors float, Key dates, Completion date & Planned Completion as required by the contract
- Manage the procurement of Sub-contractors in a timely manner with competitive tenders wherever possible
- Ability to help the site manager produce a procurement schedule with lead in times to provide central buying opportunity to obtain best prices
- Appreciation of contract cash flow for the benefit of the Group
- Recognise and notify Compensation Events or Variations in line with contract conditions and assist in pricing the same
- Ability to record the current commercial position of a contract in terms of income and costs
- Assist the QS with the submission of all Payment Notices (or Applications for Payment) in line with our contracted terms and help achieve the maximum possible certified value from our clients
- Payment certificates to be collected from the client and managed through the payment cycle until the cash is in the bank
- Submit Payment certificates and issue Pay Less Notifications to Sub-contractors in line with their contracted terms and current legislation

Behavioural:

- ***Passion & Excellence***: - pursue a can do attitude; being proactive and owning your work. Challenge the status quo and love what you do
- ***Respect*** – be aware of your impact on others; value openness and carefully listen to the review of others. Respect your colleagues, self and environment. Look after the tools of your trade.
- ***Collaboration*** – work together to achieve a common goal
- ***Empathy*** – demonstrate a caring approach to your colleagues, customers and self
- ***Honesty & Integrity*** – when something goes wrong – own it! Learn from mistakes and avoid it happening again.