

Senior Quantity Surveyor

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Company: Anderselite

Location: West Yorkshire

Category: business-and-financial-operations

Job Title - Senior Quantity Surveyor

Location - West Yorkshire

Duties

Expected to look after 2 live projects at any one time as well as assist in the tendering process and completion of final accounts on completed projects. The role of the Quantity Surveyor includes (but is not limited to) the following:

- Compiling project budget cost data from estimating (as tendered) and formulating Management Report (CVR).
- Regular review and updating of CVR and Over / Underdraw to ensure that forecasted profit/loss figures are as accurate as possible given the current information.
- Producing project Cashflow from standard templates and monitoring this.
- Producing Valuation Document from standard templates.
- Producing Sub-Contractor paperwork from standard templates.
- Issuing paperwork to sub-contractors and vetting.
- Preparation and regular review of subcontract procurement schedule.
- Working in conjunction with Estimating for Sub-contract procurement in line with the agreed procurement schedule and programme of the project to ensure that orders to subcontractors are placed in a timely fashion. This includes:
 - o Working in conjunction with Estimating with the evaluation, vetting and comparison of subcontract tenders to ensure compliance with specification.
 - o Arranging, attending, chairing, and recording minutes of subcontract pre-order meetings.

- o Working with the project team and subsequent placing of formal orders with subcontractors ensuring choosing the most suitable sub-contractor that provides the best financial outcome without affect on the programme.
- Control of subcontractors' accounts on the project, which includes:
 - o Monitoring and verification of subcontractors works conducted under the subcontract.
 - o Validating and assessing any claims for additional works made by the subcontractor and ensuring that any non-recoverable items are contra-charged/pay less notice issued and reported accurately and as soon as they become apparent, and any recoverable items are picked up within the main contract as a variation.
 - o Remeasurement / revaluing of subcontractors works as required.
 - o Agreeing and settling of sub-contractor final accounts.
 - o Scanning and issuing payment certificates and issuing to sub-contractors and then passing relevant paperwork to accounts department
- Being aware of sub-contractor's obligations under the sub-contract and raising any issues of concern with the project team/Managing QS and Commercial Director as soon as they become apparent.
- Being aware of all obligations under the main contract and raising any issues of concern with the project team/Commercial Director as soon as they become apparent.
- Processing subcontractor and design team applications for payment in a timely fashion to ensure that subcontractors and the design team are paid on time in accordance with the agreed subcontract terms and conditions and the relevant notices are issued.
- Issuing sub-contractor and design team warranties.
- Attendance and active participation at site meetings.
- Attendance and active participation at project review meetings.
- Attendance and active participation at internal monthly Cost Meetings.
- Reporting/raising important issues of a that may pose a commercial risk to the Managing QS and Commercial Director.
- Conducting monthly valuations under the main contract, agreeing the monthly valuation and final account with Client's Agent/Quantity Surveyor/Architect as required and issuing invoices to the Client within the correct timescales.
- Monitoring payments due under the main contract to assist payment of invoices by the Client in accordance with the terms and conditions of the Main Contract
- Consulting with the Buying department for the procurement of materials for the project

- Consulting with the Site Manager, Project Manager and Contracts Manager on a regular basis in relation to all commercial aspects of the project
- Consulting with the Client's Agent/Quantity Surveyor/Architect as required to ensure they are aware of any aspects of the project which may affect the contract sum.
- Ongoing and final agreement of the external final account under the main contract within 1-3 months of Practical Completion.
- Occasionally providing limited assistance to the Estimating Department with tenders as and when required.
- We are a small team and occasionally you may be asked to carryout roles or duties beyond that of being a QS.

Salary

£45, - £60,

Car allowance

Pension

Holidays

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