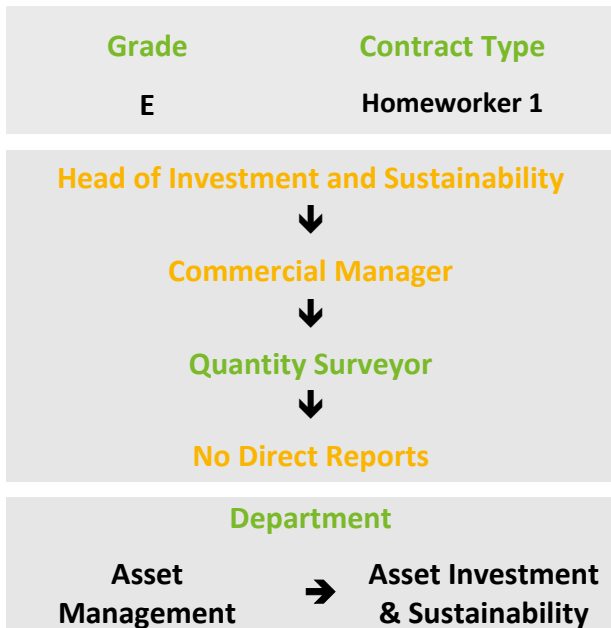


# Quantity Surveyor



**Role Overview**

Management of commercial activity for YHG including all responsive, cyclical, voids, facilities management, compliance, and planned investment budgets.

## RESPONSIBILITIES

- Preparing tender documents including bills of quantities and schedules of work to ensure that YHG has a robust pricing framework when tendering for responsive, cyclical, voids and planned investment work
- Manage the financial contractual arrangements with internal and external contractors, including the calculation of monthly payments/ accruals, preparation of interim and final accounts with contractors, suppliers and consultants in line with good practice, in accordance with relevant policies and procedures.
- Monitor expenditure, including cash flow forecasts, financial statements and associated performance information, update all live orders ensuring all works are progressed to financial completion, review and process contractor payments, in line with agreed contractual terms
- Managing a designated budget ensuring that value for money is achieved in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity or risk to delivery
- Assessing and settling contractor’s claims throughout the contracts; agreeing final accounts with contractors & suppliers and issuing Final Account Certificate(s)
- Liaise with Finance Teams to ensure a smooth and timely capitalisation process on a monthly basis
- Undertake additional duties appropriate to the role and/or grade.

## Our values

**Honest & Reliable**  
We are authentic, open and dependable; and we do what we say we'll do.

**Caring**  
We show kindness and consideration to our customers and each other.

**Respectful & Fair**  
We listen to people, and strive for equity and inclusivity in all that we do.

Through our **passion** for housing, more **people** have a **safe** place to call **home**

## STRENGTHS

- ✓ Strong commercial/financial track record developed within a multi-stakeholder and regulated environment
- ✓ Demonstrable ability to manage relationships and establish robust controls of data sharing with a variety of internal & external stakeholders
- ✓ Clear and articulate communication skills, both written & verbal
- ✓ Good knowledge of building legislation and maintenance management best practice
- ✓ Experience in the procurement, drafting of contracts and commercial management of social housing projects
- ✓ Good understanding and management of risk and financial planning

## BENEFICIAL TO THE ROLE

- ✓ Social Housing experience (client side preferable but not essential) either in repairs capacity or planned works delivery
- ✓ Experience of working with high volumes of suppliers / contractors
- ✓ Experience of commercial dispute resolution
- ✓ Experience of commercial dispute resolution

## ESSENTIAL REQUIREMENTS

- ✓ Knowledge and track record in the procurement and commercial delivery of construction contracts across various types
- ✓ Knowledge of performance and budget management
- ✓ Ability to produce and update clear, concise and well-structured reports/ monitoring tool which facilitates effective decision making
- ✓ Quantity Surveying Degree essential with Min 2 year post graduate experience