

ROLE PROFILE

Quantity Surveyor

Grade

E

Director of Asset Management



Head of Investment and Sustainability



Commercial Manager



Quantity Surveyor

Department

Asset
Management



Asset Investment
& Sustainability

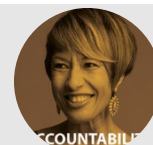
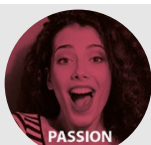
Role Overview

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).

Our values



Creating more places for people to thrive and be recognised as a sector leading landlord

- Undertake additional duties appropriate to the role and/or grade.
- Liaise with Finance Teams to ensure a smooth and timely capitalisation process on a monthly basis

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 of commercial management of property related contracts
- Good understanding and management of risk and financial planning

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

BENEFICIAL TO THE ROLE

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