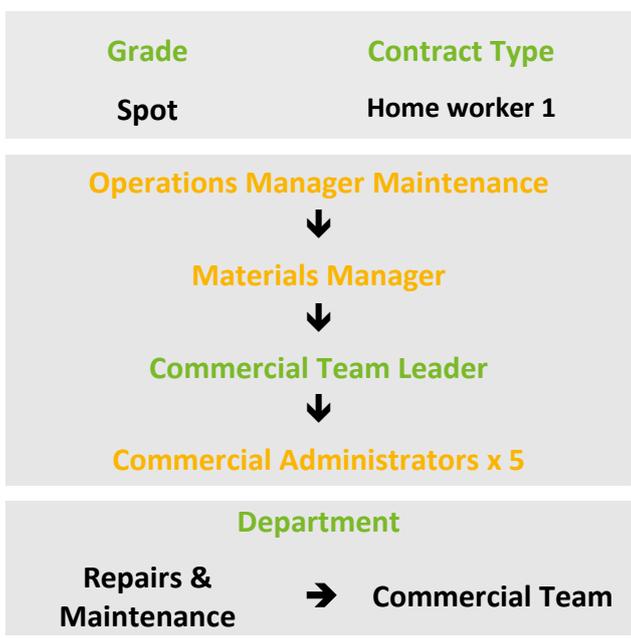


# Commercial Team Leader



**Role Overview**

To lead, support and manage a team of Commercial Administrators responsible for the accurate and timely processing of payments to contractors and suppliers. The Commercial Team Leader ensures all commercial administration processes are compliant, efficient and aligned with contractual obligations and business policies.

## RESPONSIBILITIES

- Ensure timely payments to all contractors and suppliers to avoid service disruption and breach of terms.
- Manage and support a team of Commercial Administrators responsible for processing contractor and supplier payments.
- Allocate and monitor workloads ensuring timely performance and adherence to policies.
- Conduct regular in-person meetings with key contractors and suppliers to review performance, resolve issues and ensure alignment to contractual terms.
- Build collaborative relationships that support value for money and a quality service.
- Maintain accurate and auditable financial records aligned with internal governance.
- Monitor and report on performance against agreed SLA's and KPI's.
- Lead on van stock management and ensure all van stock records are kept up to date.
- 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

## ESSENTIAL REQUIREMENTS

- ✓ Excellent stakeholder management skills; able to lead in-person meetings effectively
- ✓ Deep understanding of commercial KPI's SLA's and contract compliance
- ✓ Strong Commercial acumen within a social housing or public sector environment
- ✓ Experience managing contractor relationships
- ✓ Proficiency in Microsoft office suits, especially Excel
- ✓ Proven experience in commercial, finance or procurement roles

## BENEFICIAL TO THE ROLE

- ✓ Knowledge of public sector procurement and contract management frameworks
- ✓ Proven experience in team leadership or supervisory roles
- ✓ Qualifications in commercial management, business administration or finance
- ✓ Familiarity with CIS, VAT and relevant housing legislation
- ✓ Experience in a commercial role within social housing, construction or related field
- ✓ Full UK driving licence and access to a vehicle as travel to/from the office will be expected 1-2 times per week. Plus, ad-hoc travel to supplier/contractor locations