

ROLE PROFILE

Assistant Commercial Manager

Grade

E

Director of Asset Management



Head of Investment and Sustainability



Senior Commercial Manager



Assistant Commercial Manager

Department

Asset
Management



Asset Investment
& Sustainability

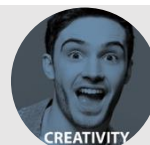
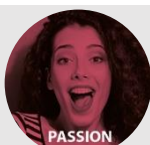
Role Overview

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

RESPONSIBILITIES

- Manage the financial contractual arrangements with internal and external contractors and including the calculation of monthly payments, 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.
- 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.
- 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.
- Assessing and settling contractor's claims throughout the contracts and agreeing final accounts with contractors and suppliers and issuing Final Certificate.
- Undertake additional duties appropriate to the role and/or grade.

Our values



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

STRENGTHS

- Strong commercial/financial track record developed within a multi-stakeholder and regulated environment
- Demonstrable ability to manage relationships with a variety of internal & external stakeholders
- Clear and articulate communication skills, both written & verbal
- Strong knowledge of building legislation and maintenance management best practice applicable specifically in a Social Housing Environment.
- Experience of commercial management of property related contracts
- Good understanding and management of risk and financial planning

ESSENTIAL REQUIREMENTS

- ✓ Knowledge and track record in procurement and commercial delivery of construction contracts
- ✓ Knowledge of performance and budget management
- ✓ Ability to produce clear, well-structured reports which facilitates effective decision making
- ✓ Quantity Surveying Degree or equivalent qualification/experience.

BENEFICIAL TO THE ROLE

- ✓ Social Housing experience
- ✓ Experience of working with suppliers / contractors
- ✓ Experience of commercial dispute resolution
- ✓ Experience of commercial dispute resolution