

## Quantity Surveyor – Woodhead Living

### The Role:

Managing all the commercial aspects of multiple projects from pre-construction to completion to ensure achievement of the agreed profit, contractual position and cash-flow targets. Maintaining the highest standards and client satisfaction, to establish a clear, achievable budget for each project where this delivers a profitable outcome whilst taking and takes consideration of:

- safe working on-site
- supply chain
- Lean programme
- positive cash flow
- project KPIs

### Responsibilities:

#### Mobilisation Phase

- Prepare budgets for each project by work packages and cash flow forecast.
- Brief the Woodhead team on the financial strategy to achieve the required profit.
- Identify opportunities for cost savings and profit improvement.
- Let work packages to achieve agreed KPI's and 'Best Value'.

#### Construction Phase

- Check all contract documentation and drawings as they are issued. Report any discrepancies.
- Value work at agreed dates, apply for and issue relevant payment certificates.
- Manage all financial aspects of the project including carrying out cost value reconciliations and reporting to the team and senior management any changes from agreed %.
- Report to client's representative, through the Team Leader, any financial implications of any changes attributable to the client and predicted final account.
- Report, at least monthly, the financial status of the project to the team and Senior Management at least monthly.
- Complete the final account and obtain agreement at the earliest opportunity.

#### Close Down Phase

- Report on the performance of Sub Contractors and Suppliers.
- Prepare files for archiving.

#### General

- Demonstrate good team work.
- Demonstrate commitment to the team, the job and the client.

### Job Specification:

- A formally-qualified intermediate or project Quantity Surveyor
- CSCS Card and a proven track record in new-build housing within a main contracting environment
- Experience of administering JCT 2001 D&B contracts.
- Able to work effectively within a team to meet shared objectives
- H&S touch screen skills
- IT-literacy
- An honest and respectful approach to both colleagues and clients, in line with our company values.

To apply please send your CV and Cover letter to [gphillips@woodhead-group.co.uk](mailto:gphillips@woodhead-group.co.uk)