



## **JOB SPECIFICATION**

**Post title: Quantity Surveyor**

**Responsible to: Finance Director**

### **Overall Purpose of Job**

Tracking and controlling costs.

Calculating required materials and managing Subcontractors.

Working with the Finance Director to ensure that financial statements and forecasts are up to date and accurate.

### **Core Duties and responsibilities**

#### **Financial**

- Monitor and tracking of project costs from inception to completion
- Monthly variations, valuations and final accounts
- Provide cost analysis to support tender process
- Work with the finance team to continuously improve accuracy of financial statements and analysis

#### **Commercial**

- Calculate quantities required for materials, sub-contractors and labour
- Send out and review tender enquiry packages to suppliers and sub-contractors
- Agree and cost customer sales extra requirements
- Advise and agree site specifications
- Input into design of house type portfolio
- Advise on procurement strategy

#### **Operations**

- Place orders with suppliers and sub-contractors in line with the construction programme
- Schedule call off material requirements from drawings and issue to all Site Managers

### **Communication lines**

- Finance Director, Pre-Construction Manager, Construction Manager, Finance Team

### **Knowledge, Skills and Abilities**

- Communication – communicates clearly and concisely, both verbally and in writing
- Adaptable- identify work priorities and manage own workload, able to change with business needs
- Customer orientation – establishes and maintains long-term customer relationships, building trust and respect by consistently meeting and exceeding expectations
- Interpersonal skills – able to work effectively with others and establish positive relationships with employees and external parties.

- PC skills – Proficiency in Microsoft Office applications and others as required; able to adapt to and learn new systems.
- Policies & Procedures – demonstrates knowledge and understanding of organisational policies procedures and systems; experience of change management.

### **Experience**

- 5 years in new build residential construction
- Strong Microsoft office knowledge
- Redsky accounting software is desirable or a willingness to undertake training as and when required

### **Personal qualities**

- Reliable, punctual and well organised
- Positivity and problem solving
- Highest levels of professional and personal integrity
- Personal resilience, persistence and perseverance
- Excellent communication, interpersonal skills and a Team player

### **Qualifications**

- Degree and professional qualification
- Evidence of continuous professional development