

# **Sykes & Son Ltd**

## **Job Description and Person Specification**

<b>Date Effective</b>	
IMS Reference	ADM/0200-00
Job Title	Senior Surveyor
Based at	Head Office
Reporting to	Commercial Director
Direct Report(s)	None
Working Relationships	Colleagues, clients, suppliers
Job Summary	To ensure that their role in projects is carried out efficiently and completed to timescales using correctly all relevant resources including people

### **Key responsibilities and Accountabilities:**

1. Check and approve accounts and claims submitted by subcontractors and suppliers.
2. Produce monthly CVR reports for submission and review.
3. Produce and Agree client monthly valuation accounts.
4. Analyse subcontract tenders and procure packages.
5. Preparing and analysing costs for tender submissions.
6. Solely Managing cost control of multiple projects ranging from £300k to £2.5m.
7. Liaising with consultants and clients at all levels in a professional manner.
8. Identification and resolving commercial risks.
9. Travel in and around London to various contracts.
10. Promote early agreement of Final Account by providing cost updates and forecasts.
11. Monitoring and managing cash flow on projects.
12. Preparing detailed variation accounts in support of valuations.
13. Cost planning, preparing budgets and estimates for clients.
14. Obtain best value through analysis and supply chain procurement.

## Personal Attributes/Aptitude/Skills

Personal attributes/aptitude and skills	Essential	Desirable
<b>Qualifications</b>	➤ Quantity Surveying Degree 2:1 or higher	➤ RICS
<b>Education needed for this role</b>	➤ Good general level of education to College level	➤
<b>Training needed for this role</b>	➤ Attendance CPD Functions and Courses	➤
<b>Experience needed for this role</b>	<ul style="list-style-type: none"> <li>➤ Minimum 5 years Post Graduate in a similar role</li> <li>➤ Proven record of all commercial aspects of construction projects</li> <li>➤ Two stage tender procurement.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Negotiations skills</li> <li>➤ Cost Planning and budgeting</li> </ul>
<b>Personal attributes needed for this role</b>	<ul style="list-style-type: none"> <li>➤ Self motivated</li> <li>➤ Enthusiastic</li> </ul>	➤
<b>Aptitude needed for this role</b>	<ul style="list-style-type: none"> <li>➤ Excellent communication skills</li> <li>➤ Excellent numeracy and literacy</li> <li>➤ Works well under pressure</li> <li>➤ Can work on own initiative</li> <li>➤ Effective planning and prioritising skills</li> </ul>	➤
<b>Skills needed for this role</b>	<ul style="list-style-type: none"> <li>➤ Financial and commercial awareness</li> <li>➤ Project Management</li> <li>➤ Proficient with Microsoft word, excel and projects.</li> <li>➤ Knowledge of various forms of construction contracts.</li> </ul>	➤

Managing Director: \_\_\_\_\_

Date:

Review Date: