

Senior Quantity Surveyor

Full Time

Established in 1868, Kingerlee has been providing high quality buildings in Oxfordshire and the surrounding counties for five generations. We are a family firm with great values and a forward-thinking, energetic approach. We have a passion for construction and thrive on high quality, challenging projects.

Our experience is wide-ranging and includes independent schools, luxury bespoke private homes, university and college projects, hotels & leisure schemes. We have an enviable track record in new build, conversion, and restoration projects, large and small. We operate in Oxfordshire and the surrounding counties. Supported by an established supply chain, we have the skills to undertake all types of building projects up to £40 million.

Job Role

To manage Assistant/Trainee and Quantity Surveyors and to monitor, control and report on all contractual and commercial aspects of allocated contracts including procurement from inception to final account to maximize financial return and minimise financial and commercial risk including Two Stage Tenders.

- To oversee all Contract surveyors in the course of their duties
- To ensure all tender enquiries are sent out with due consideration to contract clauses/specification/bills of quantities/programme/drawings and any other contract documentation to maximise profit and minimise risk
- To ensure that the procurement of subcontractors/materials are acquired within budget and to specification in accordance with the programme to ensure that contracts are completed on time. Monitor for compliance and take corrective measures as required
- Undertake/supervise the re-measurement of subcontractors' work in the course of preparing monthly valuations and agreeing timely applications and final accounts with subcontractors
- Ensure payments are made and received in accordance with the requirements of the main contract and subcontract orders
- Measuring and valuing variations as the contract proceeds including notifications to all relevant parties
- Preparing monthly valuations incorporating any necessary re-measures and contract variations and agreement of same with client's quantity surveyor to achieve an agreed final account
- Preparing and agreeing contract claims
- Preparing and agreeing final accounts
- Maintain positive cash flow at all times
- Initiating and responding to contractual correspondence to/from any party including subcontractors in relation to costs/delays/disputes, etc.
- Carry out cost comparisons between revenue and cost on a monthly/quarterly time scale, or as required, to give accurate information as to the financial standing of the contract for a given point in time and also the predicted return at completion, making due allowance for all outstanding costs including subcontractors' claims
- Attending contract meetings to report on financial matters
- Where required, undertake second stage negotiations in Two Stage Tender contracts

Must also be proficient in the following areas:

- IT skills in Word, Excel and Wessex.
- Kingerlee Company procedures.
- Relevant forms of main contract and subcontract.
- Standard method of measurement.
- Dispute resolution.

In return Kingerlee offer the following:

- 25 days paid holiday + Bank Holidays.
- Long service leave – additional holiday entitlement after 3 years’ service increasing to max 30 days after 10 years’ service.
- Pension scheme with 6% employer contributions
- Life Cover
- Private Medical Cover
- Access to the Employee Assistance Programme which as well as providing wellbeing support also includes access to a virtual GP and store discounts
- Ongoing training and development
- Regular 1:1s with your line manager to provide ongoing feedback

Salary – based on experience but competitive.

If you think you would be a good fit please email your CV in the first instance to recruitment@kingerlee.co.uk