

## Assistant 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 assist the Senior and Contract Surveyors in their duties to monitor, control and report on all contractual and commercial aspects of allocated contracts including procurement from inception to final account to maximise financial return and minimised financial and commercial risk.

- To develop a good grounding in the following key areas, which will form the key principal responsibilities for development, under the supervision of more senior surveying staff, to progress to running contracts from inception to completion
- Sending out tender enquiries with due consideration to contract clauses/specification/bills of quantities/programme/drawings and any other contract documentation to maximise profit and minimise risk
- Procurement of subcontractors/materials as required within budget and to specification in accordance with the programme to ensure that contracts are completed on time
- Undertake 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 requested, 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
- To train towards a Recognised Quantity Surveying Qualification and gain an in depth knowledge of the following:

- Relevant forms of main contract and subcontract
- Standard method of measurement
- Dispute resolution
- The following skills are to be developed:
- Ability to communicate and negotiate effectively.
- To motivate staff and achieve a good working environment.
- Set priorities and manage time effectively.
- IT skills in Word, Excel and Wessex.
- Knowledge of Kingerlee Company procedures.

**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](mailto:recruitment@kingerlee.co.uk)