

Quantity Surveyor

Full Time (37.5 hours per week)

Salary: £50,000 to £65,000 per year (depending on experience)

Plus, car allowance £5,500 per year

About Kingerlee

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 believe that 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 and our experienced workforce, we have the skills to undertake all types of building projects up to £70 million.

We are now looking to recruit a Quantity Surveyor. This will be mainly based on construction sites in the Oxfordshire area and at our head office in Kidlington.

What you'll do

You will be responsible for monitoring, controlling and reporting on all contractual and commercial aspects of allocated contracts including procurement, through all stages of a project, from pre-contract to final account, whether individually on a project or as part of a commercial team on a larger project. Maximising financial return and minimising financial and commercial risk. The role may require the management of a Trainee/Assistant Quantity Surveyor.

This will include:

- Prioritising health and safety in all situations, including adherence to the 'Home Safe' behavioural safety programme and supporting wellbeing at work.
- Overseeing and supporting Trainee/Assistant Quantity Surveyors when needed.
- Preparing and sending tender enquiries, considering all relevant contract documentation and clauses.
- Collaboration on preparing detailed tender enquiries and scope of work documents, including production and monitoring of procurement schedules.
- Conducting analysis of subcontractor quotations, negotiating with the supply chain to secure the best value and ensuring subcontractor procurement is within budget and aligned with the programme.
- Issuing Sub-Contract orders and preparing monthly valuations, ensuring timely payments and final account agreements with subcontractors.
- Handling contract payment applications, ensuring compliance with main and sub-contract requirements, including rolling forecast final accounts.
- Manage and track variations on site, ensuring authorisation by relevant parties, and supports remeasurement using software tools like Bluebeam.

- Assist in the preparation and agreement of contract claims, final accounts, and detailed cash flow forecasts to maintain positive cash flow.
- Manage contractual correspondence, cost comparisons (CVR), and attends contract meetings to report on financial matters.
- Promote the company by attending interviews, networking, and social events, providing feedback on subcontractor performance, and keeping updated on contract law and forms.
- Demonstrate commitment to improving the company's Environmental, Social, and Governance (ESG) performance.
- Performing appropriate additional tasks, as required

What you'll need

- Degree level or equivalent education.
- Professionally qualified to an appropriate related body.
- By experience.
- High attention to detail.
- Proficient in measurement.
- Superb organisation and communication skills.
- Ability to manage time and deliver to deadlines.

Bonus points

- Proficient use of relevant technology and software such as Word, Excel and Outlook, Bluebeam or similar electronic measurement software.
- Numeracy and literacy.
- Soft Skills including strong communication, problem solving, multitasking, ability to prioritise, ability to use own initiative.
- Understanding and awareness of different forms of contract.
- Dispute resolution
- Proficient in methods of measurement, including SMM7.

Why work for us?

- We value **work/life balance**. That's why we offer a generous starting annual leave entitlement of 25 days plus bank holidays, with the entitlement increasing further with long service. We also offer ten weeks' full pay for maternity / primary adopter leave, full pay for paternity leave, and have a sabbatical policy and paid compassionate leave.
- You'll get **financial benefits**, including a generous 6% employer contribution to your pension (you must contribute at least 4%), and coverage by our group life insurance at 4 x your salary, from day one, at no cost to you. You can also choose to participate in our Tusker salary sacrifice car scheme, allowing you to make huge savings on leasing a brand new hybrid or electric car.
- We care about our people's **health and wellbeing**. We'll pay for private medical insurance for you and your partner, with children able to be added at a low cost. We're corporate supporters of the Lighthouse Club, the construction industry charity that offers a free helpline for construction workers and their families in crisis. 6% of our employees are trained Mental Health First Aiders. We also have an Employee Assistance Programme, which offers free support and advice, including counselling.
- We care about our people's **development and career progression**. Our employees are entitled to at least 6 days' paid development every year, we have 10% of our employees on apprenticeships or sponsored degrees, we make substantial investment in internal and external courses, mentoring and coaching programmes, we pay for professional memberships, we're rolling out development plans for every employee in the company, and we're aiming to promote at least 10% of our headcount each

year. You'll also have regular 1:1s with your manager, access to an online Learning Management System and at least annual performance reviews.

Equity, Diversity and Inclusion

This job, as with all of our vacancies, is open to everyone, regardless of age, disability, gender reassignment, marital status, pregnancy or maternity, race, religion, sex or sexual orientation. We want and need a variety of voices and perspectives at Kingerlee. We know that sometimes people in marginalised groups are less likely to apply if they don't feel they meet 100% of the job criteria. If this is you, and this job sounds like something you'd enjoy doing, please apply anyway: we'd love to hear from you!

If you have any special requirements or needs for attending an interview, please let us know when you submit your application. We will only use this information to make necessary adjustments; it will not factor into any decision-making.

How to apply

To apply please email your CV to recruitment@kingerlee.co.uk.