

JOB DESCRIPTION

Job Title:	Assistant Commercial Manager
Salary:	£negotiable
Type:	Full-Time, Permanent, Office & Site based. (08:30 – 17:30 / Mon – Fri)
Location:	High Wycombe, Buckinghamshire
Report to:	Commercial Manager
Benefits:	Private Health Cover

Main Purpose of the Role

To provide assistance to the Commercial Manager with the control of all commercial aspects of our customer and sub-contractor contracts from initial order to final account ensuring maximising commercial performance throughout including the compilation and provision of detailed financial reporting in accordance with Company procedures. A knowledge of standard surveying practices deployed in the construction / building services industry would be beneficial. Experience of AV systems and technology would also be beneficial but not essential.

Main Responsibilities – to assist the Commercial Manager in the following areas:

- Negotiate Contract Terms and Conditions associated with tenders / allocated projects identifying onerous conditions and limiting liability. In addition, ensuring that Project Managers / Engineers are made aware of all contractual obligations and that all necessary safeguards / actions are implemented to minimise risk.
- Issue sub-contract orders and take responsibility for ensuring that all commercial and contractual aspects are satisfactorily considered and implemented.
- Provide detailed financial information on all commercial aspects for allocated contracts in liaison with Project Managers / Engineers, Installation Supervisors / Foreman, Purchasing and Accounts Departments.
- Manage, prepare and submit regular applications for works carried out and ensure payments are received in accordance with the contract requirements and dates.
- Manage the commercial aspects of all Sub-Contractor accounts including agreement of tenders, terms and conditions, variations, interim applications and invoices including notifying the Accounts Department of correct payment dates.
- Fully identify and substantiate contract variations incorporating any non-productive and disruptive elements and ensure that they are submitted timely to achieve maximum remuneration.
- Analyse monthly, in conjunction with Project Managers / Engineers, contract performance in progress and value / cost terms and reconcile financial performance including projections up to completion of projects and agreement of final accounts.

- Carry out monthly contract review meetings with Project Managers / Engineers and ensure that minutes of said meetings are issued promptly detailing necessary action points.
- Ensure that direct charges to clients, sub-contractors and suppliers are properly submitted and that contra charges received from them are diligently processed.
- Liaise with the client's project management team / surveying staff to enable all necessary surveying duties to be effectively undertaken and completed.
- Prepare and negotiate with the client and / or sub-contractors a Final Account which should include measured work, direct works and contra charges. Recommend to the Commercial Director any proposed agreements / settlements and obtain approval as necessary.
- Provide support to sales team with regards to contractual and commercial issues associated with tender returns.

Qualification and Experience

We are ideally looking for a candidate with either quantity surveying or management accounting experience, within the construction industry. On the job training will be provided as necessary to suit the experience of the individual. This is a varied and challenging role within an established award winning company.

Key Skills & Achievements

Required Successful candidate must demonstrate the following skills and experience:	Desired Although not required, it would be an advantage to be able to demonstrate the following:
Quantity Surveying or Management Accounting background	Experience of the Construction Industry
Confident individual, who is keen to learn and is logical and organised	Knowledge of AV Systems and Technology
Strength of character to work with more experienced colleagues, project managers	Knowledge of contract / construction law
Computer skills - Excel skills at Intermediate level or above	

To be considered for this position, please submit a copy of your current CV to helen.keats@smartcomm.co.uk