

Job title: Commercial Analyst

Line manager: Commercial Manager

Grade (if applicable):

Direct reports:



Role purpose:

To assist the Investment, Voids and Repairs & Maintenance Operations in the smooth delivery of a quality customer focused service. The successful applicant would have experience in Quantity Surveying or finance Background within a repairs and maintenance environment.

The candidate will ensure that they are organised to work under pressure to carry out cost control tasks within our total Repairs IT system. Your primary focus will be to cost manage all works orders considering operative, supply chain and material costs (True Job Costing) whilst capturing all values associated to the order. You will be required to manage and maintain excellent quality standards on commercial completions ensuring all notes, certification and images are maintained as part of an application in line with the employers requirements

Key results:

- A. Commercial completion of orders within 7 days of operational completion
- B. Zero application rejections
- C. Quality of works
- D. Weekly/ monthly cost reporting
- E. Delivery within Budget

We see the above as key measures for gauging success for this post, there are also other Key Performance Measures.

Success metrics:

- Preparation and timely submission and agreement of interim valuations.
- Applying SOR codes to large volumes of works orders
- Re-measurement and valuation of variations
- Preparation and agreement of weekly applications and invoices.
- Procurement of subcontract packages.
- Measurement and agreement of subcontractors applications within 48 hours
- Monitoring and control of costs/expenditure.
- Preparation of weekly and monthly financial reports
- Attend subcontract pre-order meetings providing financial details.
- Preparation and agreement of Cost Value Reconciliation (CVR Process).
- Cash flow analysis for client and internal monitoring.
- Manage procurement process for subcontractors on allocated project.
- Monitor procurement against budget and report accordingly.
- Material cost management
- Directly employed cost management and value allocation to orders
- Ensuring full audit trail of costs are maintained on our job management database
- Review operative productivity
- Provide feedback training to enhance quality of information at source.
- Maintain and monitor Key Performance indicators
- Participate in financial audits
- Ensuring compliance with all necessary regulations, standards, and legal responsibilities relating to repair work and contractor compliance.

Version Date:

Signed off by:

About you:

You will be:

1. Experience in working with NAT FED SOR codes
2. Multi Trade Discipline
3. Surveying experience/ qualifications

You will have:

1. Experience within the planned and responsive maintenance environment
2. At least 3 years' experience of your background skills
3. Ability to undertake re-measurement of work and valuation and pricing
4. Be familiar with Standard Forms of Contract desirable
5. Have some experience of preparing loss and expense claims
6. Ability to recognise commercial opportunities
7. Good Negotiation skills
8. Good understanding of Microsoft Excel
9. Excellent understanding of schedule of rates
10. Excellent planning and organisational skills.
11. Ability to communicate with management
12. Ability to maintain confidentiality, operate discretion thus maintaining the credibility of the service.
13. Ability to work as part of a team and on own initiative.
14. Excellent time management skills with ability to prioritise own workload, deal with conflicting demands and meet tight deadlines.
15. An understanding and ability to show tact and discretion when dealing with members of the public.
16. An understanding of and commitment to equal opportunities.
17. Excellent attention to detail.
18. Flexibility and willingness to work outside normal office hours if necessary.
19. Ability to work within a team environment