

JOB DESCRIPTION

Job Title: Quantity Surveying & Cost Manager	Report To: Managing Director
Location: Phnom Penh	Date: November 2020
<p>Purpose of role:</p> <ul style="list-style-type: none"> • Lead QS team and be accountable on project finances & contractual relationships to ensure that the financial position of construction projects is accurately reported and controlled effectively. • This person will be accountable for the commercial and cost management of projects, from inception through to close out. The role involves ensuring all operations are carried out to control costs, maximise value, minimise future liabilities and maintain the required standard of quality and safety. 	
<p>Key Responsibilities:</p> <p>Processes:</p> <ul style="list-style-type: none"> • Manages, oversees coordination and guide activities of the function covering: contract procurement, tender documentation, tender evaluation, value engineering and cost awareness and management, post contract management. • Take lead to advise management on strategies for dispute resolution in the event of a commercial dispute, arbitration and/or litigation (if any), for all projects. • Advise on best strategies, or where necessary step in, to negotiate with external parties on pricing, contractual terms, variation / change orders, commercial agreements, and final accounts settlements etc. with both internal and external stakeholders, partners, contractors, suppliers, consultants, service providers and vendors, and reinforcing the profile, professional image and good reputation of the company in the industry. • Key person to Present feasibility studies and regularly keeps track of updated cost estimates and cost planning: • Provide clear analysis of situation and evaluation of cost and commercial data arising from different areas and factors of development and provide appropriate cost management solutions. • Set up and evolve SOPs for forecasting, reporting, reviews, evaluations and updates for cash-flow, tenders, progress claims / payment, variations, budget and cost control, change order management, company and department timelines and milestones etc. • Ensure that quantity survey & cost processes are adhered to across the projects/ business units and actively • Understand the processes and procedures used by any projects under Urbanland Group that we are working within and assist in their development and improvement • Collate actual costs in accordance with the respective work breakdown structure and capture all cost base requirements • Ensure final accounts are prepared timely and accurately • Ensure financial information for audits is collated and cost assurance processes are followed <p>Reporting:</p> <ul style="list-style-type: none"> • Ensure robust, accurate and timely cost and value reporting at both project and business unit level 	

- Set up and maintain a QS cost database of current rates and pricing. The database shall be updated frequently for budgeting and management of project cost.
- Ensure accurate cash flow reporting takes place
- Carry out cost management including forecasting
- Provide reports on actual costs v estimate and identify underlying reasons for any variance

External Relationships:

- Ensure that any main contracts entered into have terms and conditions that are appropriate for the company, with commercial risks identified
- Ensure the contract is properly administered including timely issue of early warnings and contractual notices, ensuring that the relevant parties are kept informed
- Ensure that the supply chain are engaged appropriately with the correct contract terms and conditions
- Build and maintain good relationships with clients, suppliers as well as main contractors
- Be responsible for subcontract letting, negotiation and financial accounting
- Liaise with the client, client representatives, main contractors, suppliers and other third parties on commercial issues, including agreement of variations, claims and additional payments

Internal Relationships:

- Accountable for the department's overall performance.
- Plan and Drive department members' career goals and performance standards through training and development courses, expert communication and effective use of the performance management processes within the QS department.
- Act as Mentor/Advisor to subordinates to resolve technical, commercial, and human relations matters.
- Manages the resources on project and within the team to drive maximum efficiencies.
- Work with project management to forecast predicted spend and cash recovery and ensure that both are kept in line with target
- Work closely with the procurement team to develop and monitor procurement strategy
- Ensure all project management team members understand the contractual arrangements
- Work with the project management & procurement Team to ensure project and programme risk mitigation plans are considered, put in place and administered
- Be proactive and advise site teams on costs and management of costs

Competencies:

- Good Ethics and Integrity - Must operate ethically and with integrity, while prioritizing safety and security in all that you do, safeguarding the company's interests.
- Strong Leadership Skill – as per leadership behavior ie: guide, train, advice and protect department members in social and career path,
- Very good project management skill
- Good decision-making skill - Know how to prioritize, advocate focus and accountability
- Good judgmental skill - Possess common sense and good judgement
- Good team-work focused - Be collaborative, innovative and strategic
- Good delegation skill - Able to delegate work and protect department members even under



tremendous pressure

- Good problem solving skill
- Good professional and good social behavior
- English proficiency
- Mandarin would be an advantage

Qualifications and Experiences:

- Degree in Construction Management, Building Science, Real Estate Management, Civil Engineering or Architecture
- Diploma in Quantity Surveying would be an advantage
- Worked at least 6 years in the real estate industry in the field of Quantity Surveying in various developments.
- At least 3 years in managing team