



### **Definition of responsibilities for Surveying staff**

**Responsible to:** The Chief Surveyor, Commercial Director and ultimately the Managing Director.

**Subordinates:** Assistant and Trainee Quantity Surveying colleagues.

**Objectives:** To promote the company and achieve the following objectives.

1. Ensure that accurate and current financial information in respect of projects is made available to the Directors, Contracts Managers and Site Managers.
2. Provide financial risk assessment and risk management to the Project Team.
3. To ensure that all information required under the building contract and in the interests of the company's financial interests is supplied to the Contract Administrator and Quantity Surveyor.
4. To ensure that the final account is progressed as the works proceed.
5. To ensure that the drawings and specification are investigated and reviewed to ensure the company's compliance and entitlement to payment.
6. To ensure the company's protection under the building contract, subcontract and supply forms.
7. To ensure good trading relationships with subcontractors and suppliers to theirs and the company's mutual advantage.
8. To ensure, within the agreed period, that a budget against which financial performance can be monitored is prepared and agreed with Directors, Senior Management, Contract and Site Management.
9. To audit the administration of each project and ensure compliance with the company's standard procedures.
10. To ensure that the subcontract market-place is continually researched to identify organisations with whom the company may trade.
11. To secure the agreed Final Certificate.
12. To ensure, along with the team, that the budgeted profit, as far as is practical, is achieved.



### **Responsibilities:**

1. To promote and maintain good and professional relations with the client, consultants, adjoining owners, tenants, subcontractors and representatives from statutory authorities.
2. To work with the Contracts Manager, Design Co-ordinator, Buyer(s), Project Manager R.L.O. and Site Manager to engender a team approach to the challenge of each project.
3. To audit the contract documents and bring any discrepancies to the attention of the Chief Estimator and Chief Surveyor.
4. To prepare a detailed accurate budget against which the financial performance of the project can be monitored.
5. To prepare a detailed preliminaries expenditure schedule for discussion and agreement with Contracts and Site Management prior to implementation of same.
6. To prepare a detailed cash flow based upon the contract programme and to update same as circumstances demand.
7. To obtain from the Chief Estimator the tender strategy prior to commencement and thereafter to be pivotal in identifying risks to the company's objectives.
8. To identify the most appropriate work packages and sub-contractors and agree same with Contract and Site Management.
9. To liaise with the Contract and Site Management to ensure that the financial and technical issues are identified and properly addressed prior to placing each subcontract order.
10. To ensure that all sub-contractors appointed to the works have been assessed in accordance with the company's procedures.
11. To value all sub-contractors works and ensure payment of same in accordance with the subcontract conditions and the Housing Grants Construction and Regeneration Act.
12. To prepare interim valuations in accordance with the company's procedures and main contract conditions and agree same with the Contract Administrator and / or Quantity Surveyor.
13. To identify and properly value all variations to the contract and to seek to pre-cost and agree same with the Contract Administrator and or Quantity Surveyor.

**Responsibilities Cont'd:**

14. To provide bona fide estimates for any additional works that the client may be considering, providing assistance and advice as may be required.
15. To check and authenticate all applications for payments, invoices and the like.
16. To provide financial reports in accordance with company procedures and required timescale.
17. To agree the final account as the works proceed where possible. Where this is not possible to ensure that the Quantity Surveyor and or Contract Administrator is formally aware of the projected final account.
18. To agree Sub-contractor accounts at earliest, and before Durkan Limited Final Account, to ensure that all claims against the Client are known.
19. Protect company's interest with regard to claims - whether from Sub-contractor, Suppliers or Clients.
20. To promote the Equal Opportunities Policy of the company.
21. To promote the Environmental Policy of the company.