



## Apprentice Quantity Surveyor

### The Role:

The role of the Apprentice Quantity Surveyor is to liaise and support the Commercial Team and assist in the commercial management of projects in both the pre and post-contract stages.

The post-holder will demonstrate organisational and administrative skills with the ability to work as part of the overall Barhale Commercial Team striving to achieve the Company's 'Three Pillar Objectives'.

The Apprentice Quantity Surveyor will also work alongside the Quantity Surveyor gaining knowledge on commercial expertise for projects to maximise returns by working within robust procedures to support the Commercial Manager and Project Managers.

You will be working towards obtaining a Quantity Surveying degree, or equivalent, whilst undertaking their role. You will be given the time and support to undertake your studies.

### Key Responsibilities:

#### General

- Create and send out weekly plant reports for projects
- Produce and send enquiries to subcontractors inviting them to tender and engage with the supply chain
- Receive and analyse quotations, liaising with Contracts Managers and Site Agents regarding price, proven history, availability etc.
- Notify in writing both successful and unsuccessful subcontractors promptly
- Assist the commercial team with producing a bill of quantity/activity schedule for payment purposes
- Support the team with producing cash flow forecasts for internal and client purposes
- Facilitate monitoring and controlling income and expenditure on contracts e.g., interim/final applications for payment/final accounts/payments for late monies etc. liaising where necessary with the relevant people e.g., engineers, clients etc.
- Work together with the team to produce relevant monthly reports for the Commercial Manager e.g., cost and value comparisons, turnover forecasts etc. ensuring information is complete and accurate

#### Tasks specific to the project

- Assist with compiling new subcontractor orders
- Provide support in compiling tender packages from client specifications and send them out to potential subcontractors and suppliers
- Ensure subcontractors and suppliers return tenders by the completion date and follow up where late
- Assist with collecting quotations for tender packages and creating Tender Quotation comparisons, highlighting all differences including price, specification, terms, lead times etc
- Keep up to date with plant on site and make sure it matches daily record sheets
- Collect and update specified areas of the Commercial Plan



- Working with the team, put together an application for payment to the client, including all substantiation
- Keep track of subcontractor invoices and provide support with processing for payment
- Assist Quantity Surveyors with updating forecasts and preparing supervision costs for various projects
- Contact suppliers to obtain proof of delivery of products
- Ensure all daily site records are accurate and available for client inspection
- Work with the team to prepare and print invoices from all Subcontractors for client Final Account audits
- Assist with updating weekly subcontractor payment forecast

### **Key measures & targets:**

- Accurate monthly forecasting
- Maintaining deadlines in line with the monthly commercial calendar

### **Key relationships:**

- Assistant Quantity Surveyors, and Quantity Surveyors
- Managing Quantity Surveyor
- Site teams

### **Person Specification:**

The successful candidate is likely to meet all the following criteria:

#### **Essential**

- IT literate with the ability to effectively use the Microsoft Office package
- Good written and oral communication skills
- Relevant A-level qualifications required for the apprenticeship
- Strong numerical and analytical skills
- Strong attention to detail
- Excellent organisation skills
- Ability to closely follow procedures

#### **Desirable**

- Interest in Contract Law

### **About Barhale:**

Barhale is one of the largest privately owned civil engineering and infrastructure specialists with 40 years of experience working UK-wide across the water, transport, built environment and energy sectors. Our Chairman, Dennis Curran, was founded in 1980, the group was originally set up as a specialist tunnelling contractor. While we retain our tunnelling roots, repeated success in several construction industry sectors has enabled us to expand our skillset and become one of the largest privately owned infrastructure specialists in the UK.

### **What we do**

We provide design, construction, and maintenance services to the following sectors.

# come and work with us



- Water
- Transport
- Energy
- Built Environment

We also possess a range of specialist skills to support our civil engineering and infrastructure activities including

- Tunnelling
- MEICA capabilities
- In-house design
- A steel-fabrication and supply subsidiary (BCS Group)

## Who we are?

Barhale operates as a tier 1 partner for blue chip, regulated and private clients. We work as part of large frameworks, joint ventures, and alliances, as well as on individual projects developing long-standing relationships based on Trust, Integrity and Pride.

## Our People

We employ a direct workforce of over 800 employees nationwide. We recognise that our business is only as good as the people we employ, which is why we value them so highly and invest in regular training and development, utilising our dedicated training facility in Walsall.

## How to apply:

[careers@barhale.co.uk](mailto:careers@barhale.co.uk)