

### Quantity Surveyor

Moray Offshore Windfarm (East) are looking to take on two Quantity Surveyors to act as the link between the technical and commercial aspects of the manufacturing, fabrication and construction activities of the project.

The role of Quantity Surveyor sits within the Commercial Department and acts as an interface point between the Commercial Management and the Contractor's on-site activities. It is likely that each of the two roles will be allocated to one or more of the main packages in the project matrix structure.

#### Main Accountabilities:

- Understand contract requirements including quality, programme, progress & milestones, payment schedule, invoicing and payment routines and how these relate to the work which the contractor is performing.
- Understand the operational obligations under the relevant contract.
- Understand the contractor's real progress at all times and relate to the contract mechanisms.
- Administer and execute contract mechanisms for progress monitoring and reporting, invoicing and payment. This will require intimate knowledge of the T's & C's of both the EPCI contract with the main contractor and the main contractor's subcontracts.
- Control/verify/correct, report OFTO/non OFTO split for invoicing and payment.
- Ensure final account is prepared, agreed and closed according to the contract and assist in contract close out and take over activities with contractor.
- Support the package contract manager in mitigating/avoiding potential contract claims and identifying and progressing potential Moray East claims through knowledge of the contract requirements and obligations above and facilitating exchanging information in the contractual formats, following the contract mechanisms and within deadlines.
- Support the package contract manager in the general administration and management of the contract throughout execution.
- Support identification of necessary systems and routines within Moray East to ensure effective and efficient execution of the above.
- Reflect Moray East HSE business ethics in all activities.
- Other duties as assigned.

The standard office hours are 40 hours per week from 8:30am until 5:30pm over the course of Monday to Friday.

This role will be based in the project office in Edinburgh City Centre and will involve regular travel to project and contractor sites, possibly at short notice and for extended periods depending upon the scope of work in question.

For further information, or to apply with an up-to-date CV and covering letter, outlining your motivations and relevant experience to date, please email [recruitment@morayeast.com](mailto:recruitment@morayeast.com)