



## Job Description – Commercial Administrator

<b>JOB TITLE</b>	Commercial Administrator
<b>DEPARTMENT</b>	Developer Services
<b>MOLA GRADE</b>	2.3
<b>HOURS</b>	37.5 hours per week, with flexibility and some out of hours work (see below)
<b>LOCATION</b>	The post is based at MOLA's London office, with flexibility required to travel and work at other MOLA locations as required
<b>DURATION</b>	Permanent
<b>RESPONSIBLE TO</b>	The post-holder reports directly to the Director of Developer Services
<b>RESPONSIBLE FOR</b>	<ul style="list-style-type: none"> <li>• Temporary support staff or Interns, from time to time</li> <li>• Liaison with other Administrative and Executive Assistants</li> </ul>
<b>OVERALL JOB PURPOSE</b>	<ul style="list-style-type: none"> <li>• Providing assistance to Project Managers with preparation of invoices and any necessary supporting data, spreadsheets or other communications as required by the client.</li> </ul>
<b>KEY TASKS</b>	<p><b>1. Assisting with project costing and project finance administration.</b></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• managing job codes,</li> <li>• setting up IRIS costings,</li> <li>• doing margin analysis,</li> <li>• answering Finance WIP questions,</li> <li>• giving Project Managers budget updates and cost to complete estimates,</li> <li>• liaising with the Finance team</li> </ul> <p><b>2. Supporting Project Managers with invoicing</b></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• payment applications (collating and representing timesheet information, rates, expenses, fixed price items),</li> <li>• contract variations and related quotes/notifications [NEC3 contract experience is useful],</li> <li>• client dashboards/forecasts,</li> <li>• progress reports and client queries,</li> <li>• checking payment applications for accuracy,</li> <li>• maintaining well-ordered filing,</li> <li>• submitting payment applications and invoices,</li> <li>• input into commercial strategies where needed.</li> </ul>



	<p><b>3. Timesheet Management</b></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• oversee completion weekly timesheets by MOLA staff,</li> <li>• co-ordinate supply field team site timesheet information from senior archaeologists / project officers,</li> <li>• enter timesheet information to computer system,</li> <li>• provide staff with finance codes etc to enable completion of timesheets,</li> <li>• collect late timesheet information,</li> <li>• ensure timesheet information is accurate and up to date.</li> </ul> <p><b>4. Administrative support</b></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Excel support e.g. checking spreadsheets,</li> <li>• Preparing and submitting staff details to clients and processing signed Non-Disclosure Agreements (NDAs),</li> <li>• Client systems/document control (eB, CEMAR),</li> <li>• compiling client timesheet records,</li> <li>• answering timesheet queries from finance,</li> <li>• occasionally tender support</li> <li>• complete financial aspects of PQQs and ITTs</li> </ul>
<p><b>WORKING CONDITIONS</b></p>	<ul style="list-style-type: none"> <li>• To work in accordance with the requirements of MOLA’s Health and Safety Policy, and carry out other duties as may be required from time to time</li> <li>• The role will require travel within and outside London including to other MOLA sites and offices; the role will also require flexibility with regard to working hours, with some evenings and possibly occasional weekend meetings or events</li> </ul>

**N.B.** This job description should not be taken as an exhaustive description of the role and is, rather, indicative of the types of responsibility covered by this job. Post holders will be required to carry out such other work as is required by MOLA as long as this is reasonable and commensurate with the nature of the post held.



## Person Specification – Commercial Administrator

	ESSENTIAL	ASSES METHOD	DESIRABLE	ASSES METHOD
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Degree educated</li> </ul>	AF/I	<ul style="list-style-type: none"> <li>Post-graduate qualification in a relevant subject</li> </ul>	AF
<b>EXPERIENCE &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Experience of commercial administration within a construction related company</li> <li>Extensive experience and familiarity with financial administration tools including Microsoft Office Excel</li> </ul>	AF / I  AF / I	<ul style="list-style-type: none"> <li>Experience of NEC3 Contract administration</li> <li>Experience of Exchequer / Union Square</li> </ul>	AF / I  AF / I
<b>SKILLS &amp; COMPETENCIES</b>	<ul style="list-style-type: none"> <li>Excellent prioritisation and organisational skills</li> <li>Excellent English language communication skills both written and oral</li> <li>Able to show careful attention to detail and the ability to copy edit</li> <li>Track record of discretion and maintaining confidentiality</li> <li>Outstanding organisational abilities, with an aptitude for planning ahead and prioritising effectively</li> <li>A professional, personable, positive, diplomatic and confident demeanour</li> <li>An enthusiastic self-starter, able to take initiative</li> </ul>	AF/I / T  AF / I  AF / I  AF / I  AF / I  AF / I	<ul style="list-style-type: none"> <li>Experience of drafting correspondence on behalf of project managers</li> <li>Familiarity with QA systems, document version control, etc.</li> <li>Familiarity with inventory control</li> </ul>	AF/I/T  AF / I  AF/I

**Assessment Method Code:**

AF – Application Form

I – Interview

T - Test