



Trainee Quantity Surveyor

Location: Hybrid working with Headquarters in Sidcup
Team: Building Surveying
Requirements: Educated to A-level or equivalent

The Trainee Quantity Surveyor will support senior members of the Cost Management team in delivering a full range of pre-contract and post contract quantity surveying services across a variety of projects.

Working under supervision, the role provides structured training and hands on experience in cost management, procurement, commercial control, and contract administration. The position is designed to develop technical competence, commercial awareness, and professional confidence, supporting progression towards RICS chartership and a long-term career as a Quantity Surveyor within a multidisciplinary consultancy environment.

Key Responsibilities

Cost Management and Measurement

- Assist in the measurement of works and preparation of quantities for cost plans, estimates, and tender documentation
- Support the preparation of budget estimates and cost plans at various project stages
- Help maintain cost data, benchmarking information, and cost information databases
- Assist with value engineering exercises and cost analysis to achieve value for money

Procurement and Tendering

- Support the preparation of bills of quantities, schedules, and tender documentation
- Assist with the issue, receipt, and analysis of tenders
- Help prepare tender reports and contractor recommendations
- Support procurement processes in line with company procedures and project requirements

Commercial and Contract Support

- Assist with the administration of construction contracts under supervision
- Support the preparation of interim valuations, variations, and payment recommendations
- Assist with cost reporting, cash flow forecasting, and change control
- Help maintain accurate financial records and support agreement of final accounts
- Attend site meetings and progress meetings alongside senior surveyors

Financial Reporting and Cost Control

- Support monthly cost reporting and financial monitoring of projects
- Assist in tracking project expenditure against approved budgets
- Help identify cost risks and opportunities under the direction of senior surveyors
- Contribute to achieving or exceeding project and business gross margin targets

Legal, Compliance and Professional Practice

- Gain exposure to standard forms of contract including JCT and NEC
- Assist in ensuring compliance with contractual, financial, health & safety, and statutory requirements
- Develop an understanding of professional responsibilities, ethics, and risk management in quantity surveying

- Work in accordance with the Business Management System (BMS) and Quality Management System (QMS)
- Support the promotion of the client pledge, including timely payment of invoices

Training and Development

- Work towards a professional qualification (e.g. RICS-accredited degree and/or APC pathway)
- Receive structured on-the-job training and mentoring from experienced Quantity Surveyors
- Develop a broad foundation in cost consultancy with opportunities to specialise over time
- Actively participate in training plans, CPD activities, and internal development programmes
- Become fully conversant with internal systems, including Workbench

Key Skills and Tasks

Technical (Developing)

- Developing breadth of technical knowledge in quantity surveying and cost management
- Ability to understand and interpret drawings, specifications, and technical information with guidance
- Developing awareness of contracts, procurement routes, cost control, and commercial management
- Ability to ensure work meets relevant technical, professional, health, safety, and environmental standards
- Working knowledge of Microsoft Word, Excel, and PowerPoint
- Willingness to learn and use cost management and measurement software such as Workbench, CATO, CADMeasure, and BIMMeasure

Personal and Professional

- Strong written and verbal communication skills
- Good numeracy, analytical ability, and attention to detail
- Organised, methodical, and able to prioritise workload to meet agreed timescales
- Positive attitude with a willingness to learn and respond constructively to feedback
- Ability to work collaboratively within a project team and across the wider business
- Enthusiastic, proactive, flexible, and adaptable approach to work

About You

Qualifications

- A-level or equivalent (essential)
- Working toward or intending to commence a Quantity Surveying / related degree (desirable)
- Willingness to progress toward RICS professional qualification

Experience

- No formal experience required relevant placement, site, or construction exposure is beneficial
- Interest in cost management, estimating, commercial roles, or construction projects

IT & Systems

- Competent in Microsoft Word and Excel
- Willingness to learn Workbench, CATO, CADMeasure, BIMMeasure, and similar systems
- Ability to maintain accurate digital records and project data

Progression Opportunities

This role provides a clear, structured pathway to:

- Assistant Quantity Surveyor
- Professional Quantity Surveyor
- Senior Professional Quantity Surveyor (MRICS)

With future opportunities to specialise in:

- Cost management
- Commercial management
- Procurement
- Contract administration
- Final account negotiation
- Dispute resolution and commercial advisory services

Progression will be supported through structured training, mentoring, and professional qualification support.

Benefits & Initiatives

We believe in using intelligent ideas to create human benefits—improving the surroundings in which we all live and work.

We support our people with excellent benefits, including:

- **Financial:** Incentive Scheme, Annual Season Ticket Loan, Life Assurance, Employee Introduction Awards.
- **Health & Wellbeing:** Health Insurance (Cash Plan), Cycle-to-Work Scheme, Generous Maternity & Paternity Pay.
- **Work-Life Balance:** Hybrid working options, Flexible working scheme, "Frankham Friday" (early finish).
- **Development:** Professional qualification support and Long Service Awards.
- **Transport:** Car Benefit Scheme

About Frankham Group

Frankham is a top 50 multi-disciplinary consultancy with over 40 years of experience, providing a full range of design and consultancy services to the built environment.

At Frankham we have a dedicated and knowledgeable team of industry experts, all with diverse abilities, striving to provide high quality solutions to all our clients. The company strives to improve the surroundings in which we all live and work. We have held an Investors in People accreditation since 2011 and currently hold gold accreditation.

Our belief is simple – use intelligent ideas to create human benefits. From environmentally sustainable buildings to individual commissions, our projects have one thing in common, they improve peoples' lives.

You will be stepping into a dynamic, and meritocratic environment, where your voice and input will be heard. We have an 'open door policy', allowing easy access to the senior minds in the business. We are a business committed to providing people with opportunities to achieve their career goals.

Our vision is to become the leading privately owned consultancy in the South of England, differentiating ourselves from the large corporates, being a best place to work and a leader in the market in each of our disciplines.