



Commercial Support Coordinator

Reporting to: Commercial Manager
Team: Infrastructure Engineering
Location: London

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Job Specification

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We are looking for a Commercial Support Coordinator to join our Infrastructure Engineering Department, supporting the commercial and business support functions across a busy engineering consultancy environment.

The primary focus of the role will be the preparation, checking and submission of Applications for Payment, ensuring that information is accurate, complete, well presented and issued in line with client and internal requirements. The role will also support wider financial administration, WIP reporting, commercial summaries, project reporting and business support activities across the team.

This is an important role within the department and would suit someone who is confident working with numbers, highly organised, experienced in Excel, and able to manage monthly deadlines while maintaining accuracy and attention to detail. The role is not intended as an entry-level administration post; we are looking for someone who has some experience in the relevant sector, with the ability to grow further within the team.

You will work closely with Project Leads, the Commercial Manager, Head of Sector, Finance, and the wider business support team to ensure that project financial information is clear, accurate and available when needed.

Main Purpose of Job

- Preparing applications for payment, including compiling supporting information, checking values, reconciling records and ensuring submissions are accurate and timely.
- Reviewing project financial information, including timesheets, expenses, purchase orders, fee information, rates, fixed fee items, variations and other supporting evidence.
- Supporting the preparation and maintenance of WIP information, ensuring that project financial data is clear, current and appropriately reported.
- Preparing clear commercial summaries and reporting information for the Head of Sector, Commercial Lead and Project Leads.
- Supporting monthly commercial reporting, including application summaries, billing status, outstanding actions, queries and forecast information.
- Liaising with Project Leads and internal teams to obtain missing information, resolve queries and ensure applications are supported by the correct documentation.
- Assisting with invoice preparation, commercial records and financial administration activities.
- Updating commercial trackers.
- Supporting the team with project set-up, purchase order information, revenue forecast updates and project close-out administration where required.
- Providing cover and support across agreed business support activities during periods of absence, increased workload or key deadlines.

- Helping to improve the structure, consistency and presentation of commercial information across the department.
- Working in accordance with internal procedures, client requirements and the company's Integrated Management System.

Key Attributes and Behaviours

We are looking for someone who is methodical, organised and confident handling detailed commercial information. You will need to be comfortable working with numbers and able to manage competing deadlines without losing accuracy. The successful candidate will be able to demonstrate:

- Ability to prepare, support or review applications for payment.
- Excellent attention to detail and a structured approach to checking information before submission.
- Strong Excel skills, including the ability to work confidently with spreadsheets, formulas, trackers and financial data.
- Good planning and time management, with the ability to organise your workload around monthly reporting and application deadlines.
- Clear written and verbal communication skills.
- Confidence liaising with internal teams, Project Leads, Finance and, where required, clients.
- The ability to produce clear and concise reporting information for senior management.
- A professional and positive attitude, with the ability to work as part of a team and take ownership of agreed tasks.

The following would be advantageous, but are not essential:

- Experience in the rail sector and project-based commercial administration would be beneficial.
- Experience supporting project reporting, commercial dashboards or monthly management information.

Benefits & Initiatives

Frankham offer excellent benefits and initiatives, including:

- Hybrid working policy
- Annual leave - sell, buy & carry-over
- Health Insurance - Health Shield cash plan
- Long service award
- Incentive scheme
- Frankham Friday
- Professional qualification support
- Cycle-to-work scheme
- Death in service
- Annual season ticket loan
- Generous maternity & paternity pay

About Frankham Group

Frankham is a top 50 multi-disciplinary built environment consultancy. For over 40 years, we have delivered integrated Design, Surveying and Project Management, Infrastructure Engineering, and Risk

Management solutions to the built environment. We combine technical expertise with a commitment to bringing ideas to life.

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.