



Commercial Assistant

Reporting to: Commercial Manager
Team: Building Surveying
Location: London / Remote

Commercial Assistant

Job Specification

Reporting to: Commercial Manager
 Team: Building Surveying
 Location: London (2 days a week), Remote (3 days a week)

Main Purpose of Job

- Establishing and building effective working relationships with clients, suppliers, other FCG teams and our subsidiary companies.
- Provide effective communication and key support to the Commercial Manager and Profit Centre Managers (PCMs).
- Assist in maintaining current spreadsheets, i.e. monthly invoicing, sub-contractor forecasts, sub-contractor approvals.
- Directly liaise with the Commercial Manager to assist in:
 - Project set up and maintenance
 - Setting up project folders and collating project documents
 - Logging incoming POs / raising POs and preparing financial documentation
 - Assist with invoicing and carrying out debt chasing
 - Assist with issuing of invoices to clients with supporting documentation
 - Uploading of invoices to client portals
 - Ad-hoc duties with general office and support when required
- To assist the Commercial Manager in the coordination of the financial and commercial deliverables across the month via programmed activity, including:
 - Updating pipeline weekly and reflecting this in Revenue Forecast as instructed/reviewed by the Commercial Manager
 - Creating and profiling jobs in Workbench following instruction from the Commercial Manager
 - Forecasting revenue for single and multi-disciplinary projects
 - Raising purchase orders directly on to Workbench following instruction from Commercial Manager
 - Completing client applications for payments
 - Drafting invoices from the revenue forecast on workbench
 - Carrying out the company client pledge
 - Carrying out and updating debt management through workbench
 - Answering/taking calls and responding to emails
 - Assisting with collation of PCM sheets and WIP sheets

Key Attributes and Behaviours

- Good general education to O'Level/GCSE (A-C) level in English and Maths is essential.
- Previous financial experience is essential.
- Strong knowledge of Microsoft Office applications including Outlook, Word, and Excel is a must.
- Excellent verbal and written communication skills, competent spelling and grammar.

- Excellent knowledge of numeracy and computer literate.
- Self-motivated.
- Experience within a busy office/admin environment is essential to the role.
- Excellent organisational and time management skills.
- A professional manner.
- Good all-rounder with ability to work well under pressure.
- Flexible, reliable and hardworking.
- Excellent timekeeping and attendance record.
- Highly motivated self-starter – ability to use own initiative and take responsibility.
- Excellent organisational skills.
- Methodical approach with good attention to detail to ensure a professional standard is provided to clients.
- Good sense of humour.
- Good team-working skills and a flexible approach to work.
- Attention to detail.
- Ability to multitask and manage conflicting demands.

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.