

Associate Director (Cost Management)

June 2025

We are currently expanding our operations and are looking for an Associate Director based in our London office. The ideal candidate will be confident, ambitious with a commercial mindset, and willing to work hard in exchange for the ability to be part of an exciting and growing business.

You will be responsible for carrying out pre- and post-contract quantity surveying duties, working on private developments as well as public sector projects, ranging from £1m to £350m.

Key Responsibilities:

- Pre-Construction & Cost Planning
- Lead the preparation of detailed cost plans, feasibility studies, and budget estimates for developments.
- Provide early-stage cost advice to guide design and planning decisions.

Tendering & Procurement

- Manage the procurement process for contractors and suppliers, including tender evaluation and recommendations.
- Negotiate contract terms and ensure robust agreements that mitigate risk and deliver value for money.
- Develop and maintain procurement schedules to align with construction timelines.

Contract Administration & Commercial Control

- Administer contracts (typically JCT or bespoke residential forms) and ensure compliance throughout the project lifecycle.
- Monitor project budgets, prepare financial reports, and manage change control processes (variations, claims, etc.).
- Work closely with project managers and site teams to ensure accurate valuation of works and timely payments.

Project Oversight & Delivery

- Oversee commercial delivery of multiple projects simultaneously, ensuring financial targets are achieved.
- Monitor performance against cost plans, identifying risks and opportunities to improve profitability.
- Ensure accurate and timely project forecasting and reporting to senior leadership and clients.

Client & Stakeholder Engagement

- Act as the key commercial contact for clients, providing regular updates, forecasts, and strategic cost advice.
- Attend client meetings and provide commercially-driven input on design, procurement, and delivery strategies.
- Manage relationships with funders, developers, and external consultants where required.

Team Leadership & Development

- Foster a collaborative, proactive team culture and ethos

- Manage and mentor junior members of the cost management team, promoting professional development and operational excellence
- Review team outputs for accuracy, consistency, and compliance with internal quality standards.

Business Support & Growth

- Support the Directors with strategic business planning, budgeting, and commercial performance reviews.
- Identify opportunities to add value through innovation, cost efficiencies, or process improvements.
- Contribute to new business development, bids, and client presentations.

Compliance & Governance

- Ensure adherence to all relevant legislation, company policies, and health & safety regulations.
- Promote sustainability and environmental best practices in cost planning and procurement.

Qualifications:

- Quantity Surveying Degree and full membership of RICS

Experience:

- Minimum of 5 years' experience post RICS qualification, in a full-time similar role
- An impressive portfolio of projects you have delivered
- You will have previous experience working on residential projects – highly desirable

Skills:

- Proven track record of cost management services delivery of building projects from feasibility/option studies through to detailed cost planning and post contract services
- Significant experience in a consultancy environment and working on a variety of projects across several different sectors
- A self-starter, who is capable of managing and leading their own work'
- Good knowledge of Value Engineering and Risk Management techniques
- Fully conversant with the principal standard forms of building contracts predominately JCT suite of contracts
- Excellent communication and client facing skills, combined with strong interpersonal and influencing skills
- Ability to generate new business enquiries

Office location:

Office based in London (Farringdon) with great access to public transport and local amenities

Company Benefits:

- Annual performance related bonus
 - Private Health Insurance Life Assurance
 - Company Group Pension Scheme
 - EV and Bike to Work scheme
 - 25 days holiday a year + bank holidays
 - Employee Assistance Program
 - Personal learning plan with investment in your development
-



The K2CM Way: Our Company Vision, Mission & Values

Who We Are:

We are an innovative construction consultancy offering project management, cost management, construction management, and development management services. We strive to transform construction consultancy to meet the future's needs with efficiency, imagination, and assurance.

Our Mission:

We continuously challenge convention to help our clients beat the market.

Our Vision:

To be recognised as the industry leader in delivering construction management solutions.

Our Approach:

We integrate construction management principles with management consulting practices, using data and digital innovation to improve project efficiency and outcomes.

Our Values:

We are **Brave**: in making decisions and taking actions to help our clients to Beat the Market.

We are **Responsive** - responding positively, anticipating needs, questions, or challenges with opportunities and solutions.

We **Invest** – committing to invest in developing ourselves, our skills, and our industry

We **Contribute** – and are never afraid to offer our opinions and our efforts to support our clients, our team, the community, and our industry.

We are **Stewards** - of our business, the environment and of our client's projects as if they were our own