

Senior Commercial Advisor Jobs In Abu Dhabi | Wood

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About the job

Overview / Responsibilities Wood is currently inviting expressions of interest for a Senior Commercial Advisor role to be based at our office in Abu Dhabi. Please be advised that at this stage this position is subject to project award

Job Objective

As Wood continues to grow and diversify to meet the demands of an ever-changing world, the commercial function plays a leading role in ensuring we unlock our full potential, capture the value we create, and are correctly rewarded for this by our clients. To achieve this we challenge the norm and look for new ways of working, we are curious and seek out value add innovation, we embrace change, and we are courageous and confident in managing risk. At the heart of everything we do is the application of good commercial acumen and governance for which we are well-known and respected. At a high level, the job objectives are, under limited supervision;

Maximise commercial performance while managing business/project risk (pre and post-contract)

Commercialisation of a sub-Business Group service offerings to support business growth and strategy

Developing team members with in-depth commercial and cross-functional expertise to support the assigned business

Ensure compliance with relevant commercial/contracting policies

Resolution of disputes/claims and cash collection issues

Embedding effective commercial governance and assurance across the sub-Business Group
/ Project / Portfolio of Projects

Supporting the tender governance process for the sub-Business Group

Key Accountabilities And Responsibilities

Promote and demonstrate safety leadership behaviors

Always act ethically and with the utmost integrity

Champion and promote the application of the Financial Management Framework
guidelines

Champion and follow the relevant DOA and commercial / contracting policies

Leads the management of:

Pre-award activities including support to the proposals team in terms of performing a commercial review of tender documents, reviewing commercial proposals prior to submission for internal approval, preparing pricing and commercial qualifications

Post award admin including; ensuring that the contract is set up correctly in the appropriate business system, ensuring that invoices are prepared in a timely and accurate manner and include full contract entitlement, ensuring commercial models and scope of delivery are understood by the contract management team, rate reviews are completed, change is captured in contract variations/amendments and commercial administration files are established and maintained

Management and administration of Bonds / LoCs, Collateral warranties, PCGs, exclusive arrangement, and letters of intent in compliance with relevant policies and procedures

Timely provision of commercial / contract deliverables (e.g. bonds, PCGs, evidence of insurance)

Contracting Policy approval requests in conjunction with the Contracts function highlighting areas of risk and mitigation strategies (in conjunction with contracts and other functions, as required) and responding to queries raised by approvers

The development, implementation, and maintenance of project commercial plans including

commercial strategy, subcontracting commercial strategy, and profit improvement plans

Regular cost analysis to: i. maximize recoverable costs, ii. minimize disallowable costs, iii. identify areas for cost saving and iv. ensure adequate cost accruals and provisions are in place

Development and maintenance of project-specific / sub-business group DOAs (if required) and ensuring that all commercial-related DOA matters are correctly approved and documented

The preparation of project cashflow forecasts, expenditure, invoice preparation, and expediting of payments, in accordance with client contract requirements and Wood processes and procedures

Developing subcontracting commercial strategy in conjunction with Project Management, supply chain, and other functions, as required

The preparation and analysis of inputs to key contract and internal project reporting requirements and participation in internal project reviews

Developing robust project forecasts, in conjunction with the project team

Assists and delivers under supervision:

Implementation of the Tender Governance Process within the assigned sub-business group

Governance and implementation of Financial Management Framework within assigned project/subbusiness group

The preparation and negotiation of Terms and Conditions with clients, suppliers, and potential partners

The administration of risk management processes pre and post contract

The pursuit of Wood's assertive claims and/or defending claims against Wood, including information/data gathering and analysis required to support Woods assertive claims and/or defending claims against Wood

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