

Job Title: Commercial Executive

Location: Bristol

Working hours: 8am-5pm

Employment type: Permanent

**About LivGreen:**
At LivGreen, we’re passionate about creating sustainable, energy-efficient solutions that drive positive change. Our team is dedicated to delivering high-quality services while ensuring safety, compliance, and environmental responsibility. If you share our vision and thrive in a dynamic, purpose-driven environment, we’d love to hear from you!

**Why Join Livgreen?**

At Livgreen, we’re not just about delivering projects – we’re about making a difference. Here’s why you’ll love working with us:

* Benefits including cycle to work scheme, pension, tech scheme
* Medical cash scheme
* Option to buy more holiday
* Purpose-Driven Work: Be part of a team that’s committed to sustainability and driving positive change.
* Room to Grow: We’ll support your professional development and help you reach your career goals.
* Collaborative Environment: Work alongside a passionate and supportive team where your ideas are heard.

**Responsibilities:**

Role Overview:

As a Commercial Executive, you will play a crucial role in supporting the commercial function within the business unit. Reporting to the Head of Commercial, you will be responsible for contract administration, cost control, pricing strategies, and financial reporting to ensure projects start efficiently, remain cash-positive, and achieve consistent margins. You will work closely with project teams, finance, procurement, and external stakeholders to drive commercial success.

Key Responsibilities:

1. Contract & Commercial Management

* Manage the administration of contracts, ensuring compliance with agreed terms and conditions.
* Support contract negotiations, reviewing key terms to mitigate risks and enhance profitability.
* Oversee contract variations and ensure all changes are agreed upon, documented, and financially accounted for.

2. Cost Control & Cash Flow Management

* Maintain a cash-positive position on all projects by ensuring prompt invoicing and payment collection.
* Monitor costs and forecast financial performance to ensure budgets are adhered to and margins remain stable.
* Work closely with finance to track project expenditure, ensuring cost efficiencies and identifying potential risks.

3. Pricing & Margin Protection

* Develop and implement pricing strategies aligned with company objectives and market conditions.
* Ensure all pricing decisions support the goal of consistent and sustainable margins.
* Regularly review pricing models based on material costs, labour rates, and subcontractor agreements.

4. Commercial Reporting & Performance Tracking

* Provide key commercial metrics and financial reports to the Head of Commercial, highlighting risks, opportunities, and performance trends.
* Ensure visibility of contract values, revenue recognition, and forecasted profitability across all projects.
* Support monthly financial reviews, ensuring project costs align with budget expectations.

5. Risk Management & Governance

* Identify financial risks and implement mitigation strategies to safeguard project profitability.
* Ensure compliance with company policies, contract obligations, and industry regulations.
* Maintain accurate commercial records and support audit requirements.

6. Procurement & Supply Chain Management

* Assist in subcontractor selection, negotiation, and procurement to ensure cost-effective delivery.
* Work with suppliers to secure favourable pricing and payment terms that support cash flow objectives.
* Monitor supplier and subcontractor performance to maintain quality and financial control.

7. Stakeholder Collaboration

* Act as a key commercial liaison between project teams, finance, procurement, and external clients.
* Support project managers in making financially informed decisions that align with commercial goals.
* Work with finance to streamline invoicing and ensure smooth payment processes.

Key Success Measures:

* Projects start on time with commercially viable terms.
* Maintained cash-positive position across all projects.
* Consistently achieving target profit margins on retrofit projects.
* Timely commercial reporting with accurate forecasting and risk management.

**Requirements**

Essential:

* Experience in commercial roles within retrofit, construction, housing, or energy efficiency.
* Strong contract administration skills, including managing variations and pricing.
* Ability to maintain cash-positive projects and achieve consistent profit margins.
* Experience in cost control, forecasting, and financial reporting.
* Confident in negotiating with clients, suppliers, and subcontractors.
* Strong Excel skills and experience with financial reporting tools.
* Commercially aware, detail-focused, and a strong communicator.

Desirable:

* Degree in Quantity Surveying, Commercial Management, or Construction (or equivalent experience).
* Knowledge of JCT, NEC, or other construction contracts.
* Experience in procurement and supply chain management.
* Understanding of retrofit funding mechanisms and compliance requirements.
* Membership of RICS, CIOB, or similar professional body (preferred but not essential).

If you would like any further information prior to applying please get in touch with Imogen.

LivGreen values diversity and promotes equality. No terminology in this advert is intended to discriminate against any of the protected characteristics that fall under the Equality Act 2010. We encourage and welcome applications from all sections of society and are more than happy to discuss reasonable adjustments and/or additional arrangements as required to support your application.

**Note:** LivGreen prefers to hire directly and we will be in touch with our PSL Agencies if this role is eligible. We do not accept speculative CVs and no fee will be applicable if sent.