



## JAMES MATTHEY

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RICS Accredited

### PROFILE

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A dedicated and results driven RICS chartered Lead Procurement Manager with experience on major projects in high-end residential, hospitality and healthcare assets. Highly motivated individual able to work under pressure and willing to work extensively to ensure the commercial objectives of the project are achieved during the pre-contract and post-contract phases of a project.

### EMPLOYMENT HISTORY

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#### **LEAD PROCUREMENT / COMMERCIAL MANAGER - TURNER & TOWNSEND** **November 2021 to Present**

##### **New Murabba, Riyadh (SAR undisclosed)** *(Sept 2024 – Present)*

- Currently working within the procurement team of the Mukaab building.
- Undertaking the full procurement of a number of giga packages (excessive of 1 billion USD).
- Produced standard template documents and implemented across the procurement department: EOI, PQQ, RFP, and evaluation assessment criteria.
- Undertaken market engagement exercises to assess contractor interest in procurement strategies (JVs / consortiums).
- Prepared commercial principles and KPI incentivisation models for incorporation into contracts.
- Produced procurement strategy documentation for presentation to Client's C-suite team.
- Undertaken EOI, PQQ, and RFP stages of the procurement process for potentially one of the largest contracts in the world.

#### **SENIOR COST MANAGER - TURNER & TOWNSEND**

**November 2021 to Present**

##### **Wadi Safar Hotel, Diriyah Gate, Riyadh (SAR 800m)** *(Sept 2023 – Sept 2024)*

- Lead the pre-construction stage of high-end luxury hotel, producing cost plans as the design developed.
- Delivered presentations to the client regarding cost impacts due to design changes, BUA/GFA adjustments and VE options.
- Achieved VE saving of SAR 110 million at 100% SD redesign, meeting s client's commercial objectives.
- Prepared benchmarking exercises to ensure the cost plan accurately reflected current rates and design.
- Full commercial management and contractual co-ordination of the early works contractor in parallel with pre-construction phase.
- Produced and presented monthly cost reports to the client to inform on recent cost changes due to re-design options.
- Provided guidance and support to new cost managers undertaking their RICS membership.

##### **Diriyah Golf Course - Diriyah, Riyadh (SAR 400m)** *(Sept 2023 – Jan 2024)*

- Cost lead for post contract of project.
- Engaged towards the end of the project to close out the commercial management of the project. Concluded the outstanding client lead delays (change control and overdue payments), and contractor claims.
- Management of a cost manager.
- Arranged contract amendment for 12 months of maintenance (SAR 40m).
- Facilitated amicable settlement of EOT claim
- Final account agreed within project budget by -2%.
- Cost benchmarked, procured and contract drafted for temporary VIP clubhouse in 10 weeks.

**One Thames City - Super Prime Luxury Residential Apartments, London (£460m / SAR 2.2bn) (Nov 2021 – Sept 2023)**

- Led the post-contract commercial management of 800 super-prime luxury residential apartments, consisting of three towers (twenty, thirty-five, and fifty-five floors) across two separate contracts and contractors.
- Oversaw three cost managers for change control and landscaping package procurement.
- Proactively managed commercial risks and worked closely with the project managers to effectively manage and mitigate project impacts.
- Closed out agreement of £30million (SAR 150m) of provisional sums within the overall initial contract provisional sum values and implemented in line with the procurement strategy programme dates to prevent client led delays.
- Co-ordinated the project contract administration with the team (interim payments, change control, cost reports).
- Delivered a cost plan, tendered and contract agreement of a landscaping package (£12million / SAR 60m) within 12 weeks of client instruction.
- Analysed £3million (SAR 15m) extension of time claim for loss and expense and facilitated amicable agreement between parties at £900k (SAR 5m), avoiding prolonged formal dispute resolution.
- Set strategy and facilitated the final account agreement under cost plan estimate by -£9.1m (SAR 45m).

**QUANTITY SURVEYOR (MRICS)- BOUYGUES (MAJOR PROJECT)**

**August 2017 to November 2021**

**Hallsville Quarter Residential Apartments, London (£240m / SAR 1.2bn) (Dec 2020 – Nov 2021)**

- Responsible for leading, setting and implementing the procurement and tendering strategies for the façade trade packages (£12million / SAR 60m) – packages included: brickwork and blockwork/ glazed façade / roofing / scaffolding and hoists. Presented to management the risks and opportunities associated with the selected trade package splits. Produced pre-tender estimates to benchmark against tender returns.
- Procured majority of the façade packages within the project teams target of -3.5% to maximise the buying gains and exceeded estimators initial target of -2% during a period of high construction inflation post covid-19.
- Achieved procurement ahead of construction programme dates to secure lump sum prices to mitigate risks associated with material shortages and high inflation being forecasted at time of procurement.
- Drafted contracts and reviewed amendments requested by sub-contractors to assess contractual risk allocation and ensure the business risk profile was not compromised.
- Prepared and presented cost reports to senior management on a periodic basis.

**UCL Hospital: Proton Beam Therapy, London (£300m / SAR 1.5bn) (Aug 2017 – Nov 2020)**

- Managed the full procurement and commercial management process of several large internal trade packages (£15m (SAR 75m total value) - 80% of contracts final accounted within the commercial objectives set at procurement stage. Packages included: drylining / blockwork/ operating theatre fit-out / internal doors / steelwork staircases/ flooring.
- Contract Administration (NEC Contract); issued contractual notices, letters and processed interim payments. Detailed analysis of contractual claims. Sub-contractor management to avoid adjudication due to significant number of variations, delayed payments and prolongation claims received.
- Risk Management – identified and managed construction risks and opportunities through weekly project meetings. Provided accurate estimation of risk allowances and updated frequently to reflect the current risk register profile in monthly CVR updates to senior management on the commercial position.
- Delivered the remobilisation of the drylining works through self-delivery following subcontractor administration within final 5 months of contract programme. Arranged new contracts with labour agencies and reset commercial baseline. Implemented project-wide change control process to recover £500k of contra-charges from sub-contractors.

**ASSISTANT QUANTITY SURVEYOR - KIER GROUP PLC**

**September 2014 to August 2017**

**Maria Fidelis School, London (£24m / SAR 118m) (Sept 2016 – Aug 2017)**

**Crossrail - Farringdon Station, London (£500m / SAR 2.5bn) (June 2014 – Sept 2015)**

- Full sub-contractor procurement, commercial management, cost control, and contract administration (JCT Contract).
- Awarded packages within 5%-10% below target budgets contributing to the overall project profit margin of 12%.
- Prepared forecast final accounts, re-baselining cashflow forecasts and management of project budgets/costs.

## PERSONAL ATTRIBUTES

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- Highly motivated, ambitious and collaborative individual that works well under pressure and is willing to work extensive hours to achieve critical deadlines for the success of the project.
- Strong commercial mind-set with the ability to take lead responsibility and accountability for key financial decisions and procurement strategies.
- Amiable individual willing to support the project team and eager to assistance new employees or graduates.
- Computer software experience: Excel, PowerPoint, Aconex, 4Projects, Bluebeam and CostX.

## EDUCATION

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<b>Royal Institute of Chartered Surveyors (MRICS)</b>	<b>June 2021</b>
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<b>Nottingham Trent University</b>	<b>2012 - 2016</b>
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BSc (Hons) Quantity Surveying	<b>Upper Second-Class Honours (2:1)</b>
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<b>Ranelagh School and Sixth Form</b>	<b>2005 - 2016</b>
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A-levels: Business Studies (B), Design and Technology (A), Physics (C)

**HOBBIES:** cycling, skiing, rugby

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