

<b>JOB TITLE</b>	Cost Controller
<b>LOCATION</b>	Aberdeen
<b>EMPLOYMENT</b>	Contract or Staff

#### DESCRIPTION OF FUNCTION

The role is to control and report on all costs relating to a large EPCI project. Responsible for co-ordination, development, implementation and maintenance of cost controlling from inception to close out of the project. The position is standalone with no direct reports.

#### JOB RESPONSIBILITIES

The main duties associated with the role, include but are not limited to -

- Ensure all accounting information relating to the project is accurate
- Maintain cost reports for actual/budget expenditure
- Client billing/queries
- Credit control of client receivables
- Monthly management meetings and project status reporting
- Budget and forecast preparation
- Perform monthly cost sensitivity analysis, economical analysis and deviation reporting
- Administration of variation orders
- Other ad-hoc reporting as required
- Focal point for all cost related matters relating to the project
- Liaison with project manager/operations manager/finance department as required
- Liaise with sub-contractors to collate accurate cost data
- Review sub-contractor invoices

#### CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

- Cost controller experience ideally from working on EPCI projects
- Ability to work on your own and meet deadlines
- Good understanding of accounting processes
- Previous accountancy/cost control experience
- Good attention to detail and time management skills
- High level of numeracy and excellent analytical skills
- Ability to reconcile cost information