

COST CONTROLLER

Role & Responsibilities Outline:

Cost Controller is the project team member responsible for supporting the Project Manager (PM) in documenting the cost control plan, and monitoring and reporting of actual cost relative to the cost baseline plan of a project.

Main responsibilities include:

- Prepare the cost management plan and issues it for PM's approval
- Identifies the project's relevant budget, revenue and costing information out of company's contracts and subcontracts agreements in place
- Follow-up actual costs elements and issues periodical monthly expenditure reports in project
- Follows up actual invoicing pricing elements in project and substantiates monthly the invoicing data as per the contract.
- Reconcile monthly costing data registered on project's records with the recorded project data on approved expenses
- Issue weekly reports to project management team on cost incurred and projections for estimated cost at completion
- Identifies any deviation from project budget and suggests possible areas of cost savings
- Active participation in project meetings, including with Clients and other relevant stakeholders, with presentations on the expenditure status and conclusions
- Document and update cost controlling procedures and best practices

Requirements:

- Bachelor's Degree in Economic Engineering, Economics (Accounting and Management Information Systems or Economic Informatics), Engineering (Naval Architecture or other related engineering field)
- Understanding of accounting and cost controlling principles, as well as of the Earned Value concepts
- Proficient user of Excel (VBA Excel would be an advantage)
- Familiarity with ERP type software
- Computer literacy in Word, Power Point
- Fluent in English, both in speaking and writing
- Detail-oriented and proactive
- Ability to assess issues and come up with new approaches to solving them
- Time management, tasks prioritization and allocation, technical negotiation, and presentation

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