

COST CONTROLLER

Role & Responsibilities Outline:

The Cost Controller is an active member of a project team responsible for supporting the Project Manager (PM) in monitoring and reporting of project costs, including identifying project budget variances and forecasting the cost to completion.

Main responsibilities include:

- Assist PM to setup the project cost management processes and the cost tracking system as per Company's cost control practices,
- Liaise with the project management team to define the project cost baseline, by estimating the project cost and establishing the project budget, documenting the assumptions considered in the process,
- Follow-up actual costs elements (time sheets for both Company's and subcontractor's employees, travel, training and materials expenses), verify alignment of the project records with the ERP system records and reconcile with PM and the Finance and Accounting Department any variances,
- Analyse cost performance on a weekly basis, identifying and highlighting to PM cost variances and sources, along with proposed measures to reduce variances,
- Prepare weekly/monthly cost reports for actual cost incurred versus cost baseline (S-curves, KPIs, etc.), as well as projections for estimated cost at completion (EAC), as required to meet internal stakeholders' and Customer's needs,
- Verify the project revenue calculation, substantiate Customer's invoicing data as per contract allowances and obtain PM's approval of the respective data,
- Maintain the project change order log, covering both Customer's change orders and internal change orders,
- Provide support to PM in evaluating subcontractors' claims and change orders; maintain the subcontractors' change order log,
- Assist the Project Controls Manager (PCM) with development and implementation of cost management methodology, ensuring that all Company's cost accounting procedures and practices are applied.

Requirements:

- Bachelor's Degree in Accounting or Engineering;
- CAPM certification is an advantage;
- A minimum of 3-year experience within the Accounting department of a project based company or in the control function in projects;
- A minimum of 2-year prior experience in cost controlling in projects;
- A minimum 3-year experience with an ISO 9000 registered company;
- Solid understanding of cost controlling principles, including Earned Value Management;
- Familiar with computer scheduling software Microsoft Project or Primavera;

- Familiar with Charisma or other ERP softwares;
- Proficient in using MS Office applications: Excel (advanced level), Word, Power Point (intermediate to advanced level);
- Fluent in English, both in speaking and writing, proven B2 level.

Your extra-benefits:

- **Flex-time possibility** - We care about your personal schedule, therefore we try to offer you flexible working hours, according to personal and business needs. Please discuss with your Department Manager,
- **Home office** - We want you to work however fits you best. We offer the standard possibility to work from home up to 30 days per 6 months,
- **Medical subscription** - We know how important health is, so you get a medical subscription through the Signal Iduna network (Mediqa Net), paid by the company,
- **Semi-annual bonuses** – We price your contribution to our company’s profit, and we share it with our permanent staff,
- **Referral bonuses** - We build our teams on trust, so we encourage you to refer new candidates to us through our program: “Recommend ICE”. For certain positions we will honor you with an attractive bonus,
- **Life events celebration** - Your family is growing while working at ICE! We congratulate your new-born with a salary bonus,
- **Professional development** - Great opportunities to develop yourself within the company,
- **Unforeseen situations** - In case of unfortunate events, we support you by offering you free days and financial support (handled on a case-by-case basis).

The ideal candidate should be a self-starter, have excellent organizational skills, pay attention to details and take pride in delivering high quality work.

It’s mandatory for the candidate to be available for relocation in Galati

Applications on:

[Open Positions - ICE - Ship Design & Engineering Marine Industry \(icedesign.info\)](https://icedesign.info)