

Job Description

West White Rose CGS Project



Name:	COST CONTROLLER
Department:	PROJECT CONTROLS
Reports To:	PROJECT CONTROLS MANAGER

RESPONSIBILITIES

The Cost Controller (CC) will:

- Manage and supervise the cost control functions and to provide functional direction and maintain coordination with the Site Cost Controller(s).
- Open and setup a group of projects (both commercial and overhead), monitor, control and report their performance through the whole project life cycle according to the company procedures and general project control practices.

MAIN TASKS AND DELIVERABLES

- Control project cost accounts, coordinate their opening and closing according to the schedule and project status.
- Manage whether a proper progress measurement is in place for all project activities through the whole project cycle.
- Support the budget and forecast process through obtaining source data and input to forecast and budget files.
- Propose solutions on matters that could prevent meeting the project objectives and provide recommendations to optimize the overall project cost.
- Provide timely and accurate cost report updates at the end of each reporting period for the project control accounts to warrant proper monthly cost report.
- Prepare facilities usage reporting, as well as accurate input to Finance for Space allocation charges.
- Perform allocation rate calculations and analysis.
- Provide regular reports on project cost status and cost deviations and recommend remedial actions.
- Provide regular reports on project time accumulation, analyse time budget variances, recommend remedial actions.
- Provide input to client reporting as per contract requirements.
- Prepare forward-looking project and business cash flow forecasts.
- Coordinate change management process on the project.
- Report on the areas of concern that could prevent meeting the project objectives.
- Interface with other project controls staff including cost controllers and planners to maintain an integrate cost-schedule project control system.
- Interface with planners on the deliverables' progress to update estimate-to-complete.
- Present to team members as required.

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QUALIFICATIONS

- Must have bachelor's in engineering, bachelor's in finance or in Accounting; Master's in Business Administration would be considered an asset.
- Minimum 2 years of relevant cost control experience, experience in engineering and construction projects environment would be considered an asset.
- Proficient in MS office suite software, with emphasis on Microsoft Excel.
- Solid report writing, communication and presentation skills.
- Knowledge of project management techniques (i.e., critical path method, progress measurement and earned value technique) and experience in cost monitoring, analyzing, and reporting.
- Strong teamwork, problem-solving and communication skills.
- Good organizational skills are required with attention to details.
- Ability to establish priorities and work under pressure to meet project deadlines.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.