

# Job Description

West White Rose CGS Project



SNC-LAVALIN DRAGADOS PENNECON

<b>Name:</b>	JUNIOR COST CONTROLLER
<b>Department:</b>	FINANCE
<b>Reports To:</b>	COST CONTROL MANAGER

## RESPONSIBILITIES

The Junior Cost Controller (JCC) will;

- This role provides support to the Cost Control team to define/refine, improve upon and apply processes, tools and controls to enhance profitability.

## 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, analyze 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.

## QUALIFICATIONS

- Must have bachelor's in engineering, bachelor's in finance or in Accounting; 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.

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- 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.