

POSITION DESCRIPTION

Cost Controller

Date:	22 April 2023	Line Manager:	Project Controls Manager
Title:	Cost Controller	Direct Reports:	Nil
Team:	Delivery – Construction	Status of Position:	2 year fixed-term contract
Location:	Brisbane Office	Date Reviewed:	23 June 2023

1 Position Summary

Reporting to the Project Controls Manager, the Cost Controller is responsible for providing project cost performance analysis to the Project Controls Manager and Project Team.

Primary responsibilities include effective and compliant cost attribution, financial control and reporting covering areas including budgeting, forecasting, accruals, journals, and cash flow monitoring as well as managing payments claims and budget cost variations.

1.1 Key Responsibilities

- Maintain, develop, and implement systems to track and report on actual and forecast costs to manage the Project cost exposure.
- Ensure that financial policies, procedures, and internal controls are effectively implemented, and a robust financial control environment is in place consistent with Squadron Energy (SQE) standards and Finance processes.
- In coordination with the Project Controls Manager, report on project cost performance and interpret report outputs to create actions, ensuring compliance with SQE's requirements for reporting of project financial performance.
- Work closely with the Project Controls Manager and Project Manager to provide monthly P&L and cash-flow forecasts and analyse trends.
- Advise and support the Project Controls Manager with reporting, project reviews, forecasts, and strategies.
- Pro-active and forward-looking participation with Project and Contract Managers to interrogate and test assumptions related to project costs, including advice on setting up appropriate structures suited to the type and complexity of project that are transparent and reliable.
- Regularly review with project teams the assumptions in their project management, construction, and contingency cost forecasts, checking that historical costs are being captured appropriately and identifying emerging issues and working with project teams on suitable mitigation strategies.
- Lead the project cost attribution regarding month-end financial close processes, timely invoice processing and raising, accruals and cost transfers, monitoring and reviewing aged accruals, monthly financial performance monitoring and reporting, undertaking variance analysis (actual vs. planned) and advising project leads on financial risks and appropriate resolution.

- Ensure alignment of budget, commitment and cost, respecting business rules in relation to financial data validation, monitoring that all payments relate to properly approved contracts, claims and variations following financial delegations and project governance structures.
- Play a key role in the production of risk assessed detailed financial forecasts at disaggregated project cost code level, profiling cost forecasts across the full life cycle of each project into planned monthly cash flows, ensuring reporting deadlines are met and full compliance with financial procedures is achieved working in partnership with the Finance Team.

1.2 General Responsibilities

Health, safety, and environment	Comply with all workplace health, safety and environmental obligations and report any incidents, hazards and accidents to the safety and environment team.
Administration	Ensure all documentation is stored and recorded on the Squadron Energy document management system.
Reporting	Ensure that issues and risks are escalated/reported to management in a timely manner.
Financial	Adhere to Squadron Energy and project procedures for purchasing and expenditure in compliance with approved budgets.
Stakeholders	Maintain a professional relationship with all project Stakeholders.
Company	Ensure that all work is carried out in accordance with Squadron Energy's employee policies and standards.

2 Skills and experience

2.1 Experience and knowledge

- A minimum of 8 years' experience managing large complex project costs.
- Experience in the development and management of cost control system (EcoSys or Contruent (PRISM G2)) and financial system (SAP S4HANA) and procedures.
- Experience in reporting and monitoring of budget against project deliverables and ensuring timely communication of potential issues and appropriate resolutions.
- Experience in quantification and measurement of works.
- In depth financial understanding and knowledge of construction costs.
- Demonstrated collaboration when working with Package Managers and Finance teams for accurate reporting of project costs.
- Proven ability to exercise independent judgement and problem solving with the ability to resolve and address issues as they arise.

2.2 Skills

- Exemplify personal drive, professionalism, and integrity; effectively communicate ideas, influence others, and think practically.
- Strive for a continuous improvement philosophy that is applied in maintaining and coordinating budget and cost management systems, to ensure a single source of truth for each element, while encouraging innovation and best practice in cost controls.
- Proactively keep abreast of potential issues, formulate advice and recommendations based on evidence, expertise, options and implications.

- Excellent written and oral communication skills with the ability to influence outcomes.
- High level organisation skills including well-developed priority setting skills and the ability to meet deadlines.
- Ability to maintain effective and collaborative relationships across diverse stakeholders.
- Computer literacy and strong competence with the Microsoft 365 suite of software, and cost systems is fundamental to this role.

2.3 Qualifications

- Tertiary qualifications in Engineering, Finance, Commerce, Accounting, or a related discipline, or equivalent experience. CA or CPA qualification highly desirable.
- Proven track record in cost control working in an integrated project controls team on construction projects over the entire project lifecycle and knowledge of all project management disciplines.
- White Card.
- Driver’s license.

3 Core behavioural responsibilities for all employees

Our values drive everything we do and underpin the culture we seek to create. Integration of our ten core values into our employment practices and frameworks allows Squadron Energy to recognise and respect individual employees for their personal contributions to their roles, their colleagues, our company and stakeholders.

<p>Humility</p> <p>Be vulnerable, take risks to trust others.</p>	<p>Courage and Determination</p> <p>NEGU - we never ever give up.</p>	<p>Empowerment</p> <p>Go to your leader for advice, not permission.</p>	<p>Enthusiasm</p> <p>Be the most positive person in the room.</p>
<p>Family</p> <p>Support each other, always be kind.</p>	<p>Frugality</p> <p>Think of ways we can do things better, faster, cheaper, safer.</p>	<p>Generating Ideas</p> <p>Always be on the lookout for breakthroughs.</p>	<p>Integrity</p> <p>Do what you say you’re going to do.</p>
<p>Safety</p> <p>Look out for your mates and yourself.</p>	<p>Stretch Targets</p> <p>Always be uncomfortable with your level of challenge.</p>		

Squadron Energy is an EEO employer and we value diversity within our company.