

JOB DESCRIPTION		
Job Title: Cost Controller	Grade: D3	Section: Project Controls
Purpose: To administer and coordinate all Cost Control tasks during the project life cycle.		
FUNCTIONAL RESPONSIBILITIES	RESPONSIBILITIES AND OUTPUTS	
<ul style="list-style-type: none"> ▪ Review and maintenance of cost management plan, project baseline, scope, packages, and performance measurement. ▪ Understanding of execution and procurement strategies. ▪ Analysis of current procurement and cost status. ▪ Change Control status/application/process and report on all changes on project. ▪ Routine Cost Management (Budget shifts, Commitment, Expenditure, Forecasting, Maintenance, Reporting, Analysis, Close-outs). ▪ Interpretation and Input into Cost & Schedule Interfacing, Steercom Reporting, Project Dashboards, Exec Reports, Earned Value, Reconciliations between Contracts, Financial and Cost Control System. ▪ Interaction & involvement with Quantity Surveyors, Area and Contract Managers and other Project Stakeholders. ▪ Site Interaction with Vendors, Site Staff (incl. Quality) and Contract & Cost reporting to project stakeholders on site as required. ▪ Ensure cost and schedule integration as per Client procedures. ▪ Controlling and Reporting of project costs within the commercial and contractual frameworks of the project. ▪ Structuring of budgets, controlling costs and management of change in line with relevant conditions of contract. ▪ Project Cost Forecasting and Cost and Cashflow forecasting based on best practice techniques taking schedule performance in to consideration. 	<ul style="list-style-type: none"> • Establish, guide, direct and oversee the function aligned with overall strategy and objectives of the Projects department. • Understand the company and project(s) specific cost procedures and carry out all work in accordance with these. • Identify and timeously address functional related problems and opportunities. • Plan, select, develop, and maintain suitable manpower capabilities for the function. • Build and maintain a high-performance Project Cost Management Team. • Manage the function within budget and schedule. • Provide direction in respect of decision making. • Establish and maintain relationships with key stakeholders. • Ensure compliance of all SHE policies. • Maintaining orderly records and archiving to provide audit trail data. • Assist PM on delivering complete project timeously. • Attend meetings, workshops etc. • Ensure Baseline Management to adhere to commercial requirements. • Adhere to requirements of quality management systems. • Provide reports. • Measure and monitor progress. • Highlight cost areas of concern and suggesting areas of improvement. 	
COMPETENCIES		
FUNCTIONAL	GENERIC	LEADERSHIP
<ul style="list-style-type: none"> • Good knowledge of Project Cost Management System (Costrac) • Advanced Excel • Good knowledge of MS Outlook, Word and PowerPoint 	<ul style="list-style-type: none"> • Integrity and ethical conduct • Teamwork • Accepting accountability • Concern for impact on safety • Quality focus • Able to work in a fast-paced and deadline-driven environment 	<ul style="list-style-type: none"> • Driving accountability • Drive and energy • Initiating action • Building and maintaining stakeholder relationships • Cross-cultural awareness • Impact and influence • Organizational & Business understanding • Facilitating and managing performance • Attracting, developing, and retaining talent • Strategic focus • Articulating and cascading the vision and values
QUALIFICATION AND EXPERIENCE INDICATORS		
QUALIFICATIONS	EXPERIENCE	
<ul style="list-style-type: none"> • Certificate Project Management (essential/minimum) • B. Comm Finance/Accounting (essential/minimum) or: • B.Sc. Quantity Surveying (essential/minimum) • Certificate in Project Cost Management (essential/minimum) • Membership of recognized professional body (essential/minimum) 	<ul style="list-style-type: none"> • Relevant job-specific experience of 4 or more years. 	
ADDITIONAL COMMENTS		
Willing and able to travel nationally and internationally.		