

Job Description

JOB VACANCY REF NUMBER:

2022-04 (15th June 2022)

JOB TITLE:

Cost Controller

PURPOSE OF THE JOB:

We are looking for a Cost controller who will be responsible for managing the costs of producing goods and services. A champion that can function with a variety of different departments to ensure that production is happening as efficiently as possible, while also confirming that the quality standards are being met.

To be a successful cost controller you are required to be involved in many aspects of the production process, from sourcing materials to overseeing manufacturing or assembly line processes. Your goal is to make sure that products can be produced at a reasonable cost while maintaining a high level of quality.

DUTIES & RESPONSIBILITIES:

- Monitoring and updating cost estimates for projects to ensure that costs are within expected ranges
- Reviewing expense reports to ensure that expenses are reasonable and appropriate for the circumstances
- Coordinating with other departments such as human resources, payroll, accounting, and finance to ensure that all costs are accurately tracked
- Conducting cost analyses to identify areas where costs can be reduced or eliminated altogether
- Monitoring budgets to ensure that spending does not exceed approved levels
- Collecting cost data from suppliers or subcontractors to track material costs
- Preparing reports to management regarding costs and expenses
- Preparing bid estimates for new projects or bids on existing projects
- Managing supplier relationships to ensure that the company is receiving quality products at competitive prices

CANDIDATE:

- Bachelor's degree required (Accounting or Finance strongly preferred), advanced certifications preferred.
- 5 years of relevant finance experience with a background in manufacturing preferred.
- Must have ERP experience – Syteline (ERP system in use at AFP) and/or SAP (ERP)

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- Certificate in the cost controlling is a plus

REPORTING TO:

Finance Manager APT

WORKING HOURS:

- Full-time - 5 working days
- 7.00 am to 4:30 pm Sunday to Thursday
- Additional hours may be requested based on business demands

PROBATION:

6 Months

Person Specification

KNOWLEDGE:

- Experience in a highly structured manufacturing industry
- Superb collaboration and communication skills.
- Exceptional analytical and problem-solving abilities.
- Excellent organizational and time management skills.

Desirable:

- Time Management
- Working to Targets
- Management skills
- Good Organization Skills

WORK SKILLS

Essential:

- Technically strong in project cost planning, scheduling, and reporting.
- Knowledge in the use of MS Project, Primavera Scheduling, and SAP software is highly desirable
- Demonstrate strong interpersonal, communication, and presentation skills
- Strong analytical and problem-solving skills and meticulous
- Possess good project background and technical writing ability and skills.
- Mature, proactive, resourceful, and hands-on with good initiative.
- Independent worker who can work well with minimal supervision.
- Fast worker with the ability to work well under stress

GENERAL SKILLS/ ATTRIBUTES:

Essential:

- Using spreadsheets and cost control software to analyze financial data.
- Good Understanding of Manufacturing/Production Environments

Desirable:

- Good interpersonal Skills

EXPERIENCE

Essential:

- Minimum 3 years working in a fast-paced automotive manufacturing environment

Desirable:

- Extruded Aluminium industry background

EDUCATION:

Essential:

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- Bachelor's degree required (Accounting or Finance strongly preferred), advanced certifications preferred.

Desirable:

- Certified in Cost Control & Revenue Management

QUALIFICATIONS

Essential:

- Proficiency in Microsoft Office, particularly with Excel.

Salary:

- Competitive package based on experience