



JOB TITLE: Senior Project Cost Controller

DEPARTMENT/DIVISION/UNIT: Finance

Job Classification

LOCATION: Lagos

REPORTING RELATIONSHIPS:

• **Functionally Reports To:** Senior Finance Manager

• **Administratively Reports To:** Senior Finance Manager

WORKING RELATIONSHIPS:

• **Internal** Project

• **External** Clients

JOB OBJECTIVE/PURPOSE OF THE JOB

1. Senior Project Cost Controller will play a critical role in managing and controlling project costs, ensuring that projects are completed within budgetary constraints while maintaining high standards of quality and efficiency.
2. This role requires strong analytical abilities, attention to detail, and excellent communication skills to collaborate effectively with project managers, engineers, and other stakeholders.

JOB DUTIES/RESPONSIBILITIES/ACCOUNTABILITIES:

Project Cost Management

1. Develop and implement robust project cost control processes and procedures.
2. Monitor, analyze, and report on project costs, identifying variances and recommending corrective actions.
3. Prepare and present cost forecasts, cost reports, and other financial analyses to project stakeholders.
4. Manage project cost baselines and ensure adherence to established cost control procedures.
5. Review and approve invoices for accuracy and completeness.

Budgeting and Forecasting

1. Work closely with project managers to develop project budgets and forecasts.
2. Provide support in creating accurate and realistic financial projections for ongoing and upcoming projects.
3. Monitor and track project costs against budgets, identifying and analyzing variances.

Financial Analysis

1. Conduct in-depth financial analysis on project performance, identifying trends and areas for improvement.
2. Collaborate with cross-functional teams to assess the financial impact of project decisions.

Risk Management & Compliance

1. Identify and assess potential financial risks associated with project costs.
2. Develop and implement strategies to mitigate risks and ensure projects stay within budget.
3. Ensure adherence to company financial policies and procedures.

Reporting

1. Prepare and present regular and ad-hoc financial reports to senior management.
2. Ensure compliance with internal and external reporting requirements.

Cost Estimation

1. Collaborate with project teams to develop accurate and comprehensive cost estimates for new projects.
2. Evaluate and validate cost estimates to ensure their reliability.

JOB SPECIFICATIONS:

Education Qualification:

1. Bachelor's degree in finance, Accounting, or related field

Professional Qualification:

1. Professional accounting certification required (ICAN, ACA, ACCA, or CIMA)

Experience

1. 6-8 years proven experience in project cost control within the oil and gas engineering services industry.
2. Strong understanding of project management principles and practices.

KEY COMPETENCY REQUIREMENTS

1. Strong analytical and problem-solving skills.
2. Advanced excel skills with proficiency in financial modelling, analysis, and reporting tools
3. Proficient in project management software (e.g., Primavera P6, MS Project) and cost estimating tools.
4. Excellent communication and interpersonal and negotiation skills.
5. Detail-oriented with strong organizational and problem-solving abilities.
6. Ability to work independently and as part of a team in a fast-paced environment.
7. Proficiency in SAGE X3 would be preferred.