

<b>Job Description</b>
Position: Cost Advisor
Reference: 71810
Location: North Slope
Duration of contract: 11 months
Required start date: October
Number of Positions: 4
<b>Work Description</b>
The Cost Advisor will play a key role in delivering a complete suite of cost-control services and financial support for projects.
<b>Responsibilities</b>
<p>The Cost Advisor’s duties and responsibilities are as follows:</p> <ul style="list-style-type: none"><li>• Develop the project cost control strategy, plans and procedures, reflecting both Client and contractor roles and responsibilities.</li><li>• Adhere to the segment financial, business and project processes.</li><li>• Address issues pertaining to project cost control procedures.</li><li>• Coordinate development and implementation of project work breakdown structure (WBS) / cost breakdown structure (CBS) in concert with Project Lead and Project Planning/Scheduling Engineer.</li><li>• Participate in the development of project execution plans.</li><li>• Participate in the development of estimates and studies within a project stage and for sanction.</li><li>• Coordinate and develop appropriate control budgets consistent with project estimate and WBS / CBS.</li><li>• Implement and monitor costs within each project stage and for entire project until completion or close-out.</li><li>• Collect and compile progress and cost data, and develop cost-control worksheets and reports for review by delivery teams.</li><li>• Provide cost input to commitment close-out process.</li><li>• Review and audit contractor cost control procedures and practices.</li><li>• Perform quality assurance on contractor cost-management performance.</li><li>• Ensure the development of estimates and studies within a project stage and for sanction.</li><li>• Coordinate or develop appropriate internal and external benchmarking and technical limits.</li><li>• Coordinate preparation of cost risk analysis.</li><li>• Review financial data related to accruals, invoice payments, purchase orders and material deliveries and other financial data.</li><li>• Provide cost input to and implement the cost element of change management procedure</li><li>• Provide cost input to and implement the cost element of risk management plan.</li><li>• Coordinate the development of risk mitigation plans as delegated.</li><li>• Link risk process to change process and estimate.</li><li>• Coordinate and develop project work-in-place (WIP), commitment and estimate at complete (EAC)</li></ul>

forecasts.

- Coordinate and develop project annual-spend projections, cost reconciliations and variance analyses.
- Prepare project authorization for expenditure (AFE) in concert with Project Lead and monitor AFE approval process.
- Assist and prepare cost performance management data.
- Provide interface to other functions and teams to improve processes, resolve conflicting priorities and ensure adherence to best project practices.
- Work with Financial Control and Accounting (FC&A) function to ensure implemented processes conform to internal control evaluation (ICE) requirements.
- Prepare and implement project-wide cost measurement and reporting system, including roll-up levels and reporting cycle calendar.
- Develop and issue various reports to appropriate stakeholders.
- Develop project close-out plan.
- Work with business unit or project controller and accounting function to ensure adequate financial controls.

### **Deliverables**

Deliverables are a useful way of contractually clarifying the agreed out put of the contract. Deliverables should be SMART outputs for example “ to create a project plan by an agreed date to be signed of by the program manager” or “to provide a weekly report to the team leader” .

### **Experience & Knowledge**

To be considered for the role of Cost Advisor, applicants must have the following qualifications:

- Legal authorization to work in Alaska
- Extensive project control or project management experience on large projects
- Moderate or better experience level with cost management tools
- Ability to organize and prioritize work and meet deadlines
- Ability to recognize and solve problems
- Analytical ability
- Bachelor's degree

### **Any Other Relevant Information**

Minimum of a bachelor’s degree required

English fluency required

Local Candidates Preferred