

Project Control Manager

Description – The Project Control Manager (PCM) serves as deputy to the Portfolio Manager. The main goal of the PCM is to help ensure the smooth day to day operations of the Project Controlling Group acting as a resource for subordinate Project Controls for training and guidance on a wide variety of issues, including project cost estimating, tracking, analyses, and reporting.

Skill and Knowledge Requirements – The PCM should possess the following skills and knowledge:

- Strong competencies in the following:
 - ✓ Expertise in Financial Management Systems, preferably, Deltek's CostPoint
 - ✓ Validate CostPoint billing and cost accounting system per Defense Contract Audit Agency (DCAA) approval standards
 - ✓ Reconcile Timesheets and payroll processes
 - ✓ Develop generic Project Cost Structures and Cost Account Codes Directory under Standard Work Breakdown Structures for various generic project types
 - ✓ Prepare project cost estimate of resources and other expenses through discussions with functional leaders in a timely manner using generic cost structure, which is suitable for cost tracking in the project life cycle
 - ✓ Prepare "Budgeted Cost of Work Scheduled" (or Spent Profile), discuss and agree with the functional leaders
 - ✓ Assist Project Manager in entering the cost estimate in the project plans in Project Management tools (e.g. MS Projects), as required
 - ✓ Record/extract Committed/Spent Cost to-date for Direct Costs for: resource cost from timesheet system (e.g. DOVICO), other direct project costs such as consultancy work, software, travel, meals, etc. by receiving copies of Purchase Orders or Expense Claim Forms
 - ✓ Liaise with Cost Account Manager (CAM) to charge company's overheads (indirect costs) according to company's overhead allocation system/procedures
 - ✓ Generate weekly and monthly cost reports in tabular and graphical formats for each project using Project Management Tools, including but not limited to "Earned Value Report", "Plan Spent versus Actual Spent" etc.
 - ✓ Revise project cost estimate at the end of every reporting period to generate "Forecast At Completion"
 - ✓ Facilitate and provide information to CAM for accrued invoices at required frequency or predetermined project payment milestones so the invoices can be issued to the clients and maintain Invoice Register
 - ✓ Perform cost analysis and advise project leaders on cost over-runs in a timely manner so the corrective actions can be taken
 - ✓ At the time of project completion, record cost information in project database (as required), using
- standard cost structure and utilize this cost database for future project cost estimation
- ✓ Maintain electronic and hard copy filing for project cost reports and other cost related documents
- ✓ Assist in preparing cost estimation, tracking, and control procedure and continuously look at ways of improving processes and revise procedure accordingly
- An advanced level of Contracting Knowledge including:
 - ✓ Support and maintain accounts payable and procurement of subcontractor services
 - ✓ Reporting Requirements
 - ✓ Cost Estimates and Budgets
 - ✓ Clauses
 - ✓ Cost Accounting Standards, including DCAA
- Additional requirements including:
 - ✓ BS in Accounting and/or equivalent experience in project cost control and accounting
 - ✓ Minimum 5-7 years of experience in cost control role is essential
 - ✓ Expertise in MS Office suite in order to create well structured documents, spreadsheets, presentations, proposals and other documents
 - ✓ Expertise in organizational skills, prioritization, time management to ensure that the project reports are timely compiled and workload is managed effectively within agreed timeframes and deadlines
 - ✓ Expertise in analytical skills in order to perform analyses of project costs
 - ✓ Expertise in coordination skills in order to gather cost data from project leaders, accounts, and others
 - ✓ Excellent problem solving skills, approaching problems and issues with well-thought out and creative solutions and using initiative to review contingencies
 - ✓ Excellent communication and interpersonal skills, both written and verbal, including the confidence and ability to present information effectively to any audience
 - ✓ Excellent presentation skills, when liaising with external parties, including clients, subcontractors, suppliers and vendors over the phone or in person

In addition to managing his/her own project workload as described in the PCM job description, the PCM will also perform reasonable duties as assigned by the Portfolio Manager or other members of Senior Management as required.