



# ST. MARY'S HOSPITAL LACOR

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## **JOB DESCRIPTION OF A COST CONTROLLER**

### **REPORTS TO: FINANCIAL MANAGER**

We are looking for a COST CONTROLLER who, reporting to the Finance Manager, will assist the Financial Manager and the other Cost Controller for introducing a management control system, which is currently not present.

The function's goal is to allow local management to analyse the costs and build a coherent structure of the general budget. Therefore, the role will support management in defining the annual budget, preparing forecast budgets, and verifying their application, providing reporting both for internal and external stakeholders on the costs of different departments, particularly ensuring precise control over the costs of drugs, general store expenses and personnel.

#### **Responsibilities:**

- contribute to the preparation of budgets, forecasts, and management accounting, ensuring consistency with available resources and the spending process.
- produce summaries and detailed analyses for the Financial Manager, with cost analyses at the department/office level, comparing them with budget and standard costs.
- create and maintain structural and ad hoc analyses and reports, interfacing with the Information System team for the development of Business Intelligence
- contribute to optimizing the structure of financial data to enable easy cost control
- Any other duty that may be assigned by an accredited supervisor

#### **Candidates should have the following characteristics:**

- Degree in economics, BBA-Accounting Option + Postgraduate Dip. Financial Mgt, BCom-Finance or other relevant qualifications
  - Even brief experience in the role of Cost Controller is an added advantage
  - In-depth knowledge of MS Excel
  - Familiarity with Microsoft Navision is also considered an added value
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