Position Description



Position Title	**Senior Cost Controller - LGCFR**
Position No	00085215
Delegation Level	006
Job Designation	Officer
Organisational Unit	MPI Finance Deputy CFO
Work Centre	Brisbane
Position Type	Temporary
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member/Tech Prof
Shiftworker	No
Classification (Range)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Finance Manager - LGCFR

QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together
Treat others with respect - We appreciate everyone's contributions and differences
Empower our people - We have confidence in our people
Act Safely - We work safe, to go home safe
Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

Develop, implement and maintain best practice processes and systems for project budget management, planning, monitoring, controlling and performance reporting so objectives are met within the approved cost and schedule baseline.

Position Responsibilities

1. Support development and maintenance of cost management and control protocols that support compliance with Queensland Rail's approved Policy Framework and applicable legislative, financial/auditing requirements.
2. Provide advice and support on cost management and control procedures to enable transparency of total project/program/portfolio costs that are accurate, reliable and evidence based cost forecasts on a timely basis.
3. Support project estimating and budgeting, cash-flow planning and forecasting processes including initial development/creation of standard CBS to support integrated cost (CBS), schedule (WBS) and earned value management reporting.
4. Co-ordinate the project change request and contingency drawdown process on behalf of accountable/responsible budget owners.
5. Provide end-to-end costs management support including co-ordinating monthly accruals, goods receipts, invoice and claim validation and processing.
6. Support project managers establish, maintain and close assigned projects within Queensland Rail Financial Systems (SAP R3) ensuring compliance with applicable financial policies and procedures.
7. Conduct audits and reconciliations of financial systems and registers (as directed) to ensure cost data accuracy and consistency.
8. Provide input into monthly and ad-hoc financial reports that show



budget and forecast costs versus actual costs highlighting variances, errors and omissions and forward looking and value-add analytics that provide early warning on resource/funding deficiencies.
9. Develop and maintain a high level of credibility and rapport with a wide range of internal and external stakeholders to promote the MPPO culture, capabilities and service offering.

Additional Factors

The appointee will be required to :-
- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

What is the key selection criteria

1. High level of skill in project cost planning, management and project control for large multi-disciplinary complex infrastructure projects in environments with conflicting, incomplete or changing requirements.
2. Extensive knowledge of financial and project management systems; in particular SAP R3 Financial Reporting, Projects Module and Business Warehouse.
3. High level of skill gathering, documenting, interpreting, analysing and reporting qualitative and quantitative cost and schedule data.
4. High level of interpersonal and written communication skills, including effective communication of financial information to people without a strong financial background and documentation of methodology for use by others.
5. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.