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1. JOB DETAILS

Job Title:	Cost Controller	Job Grade:	
Reports to:	Accounts Payable Section Head		
Department:	Finance		
Section:	Accounts Payable		
Location:	Siba Asset		

2. JOB OBJECTIVE


To review technical accounts payable vendor invoices which will include seismic and drilling activities and any project based cost control reporting including surface facilities VOWD and support to budget holders. The role will also include preparation and review of well reconciliations to ensure costs charged to well AFE are accurate and complete. In addition, ad hoc reports as may be required for MIS and reconciliation purposes. This role will also include responsibilities for IDEAS materials inventory reporting and reconciliation and participation in periodic physical inventory checks.

3. JOB DIMENSIONS

Number of staff supervised:	Direct Reports:	0
	Total:	0

4. KEY ACCOUNTABILITIES

Description
<p>People Management</p> <ul style="list-style-type: none"> No directly supervised subordinates
<p>Accounts Payable</p> <ul style="list-style-type: none"> Responsible for technical vendor invoice verifications relating to Subsurface, Drilling, Facilities and capex related expenditures. Ensure all technical invoices are reviewed and are accompanied with respective supporting documents to ensure validity of the invoices for processing of timely payments. Prepare ad hoc accounts payable reports and data for Management as requested. Maintain coordination with budget holder and vendor to address any technical invoice related issues in a timely manner. Ensure accounting records are being properly stored in both hard and soft copies. Ensure filing is as per best industry practices and in line with the requirements of applicable agreements.
<p>Cost Control and Monitoring</p> <ul style="list-style-type: none"> Ensure that vendor invoice cost coding and cost allocation is carried out as per the established policies and cost allocation methodology to ensure expenses are allocated to the respective cost centers, AFE projects and GL charge codes. Support budget holders with AFE preparations and any supplemental AFE requirements Support Planning team with ad hoc WP&B inputs and variance analysis Compare actual cost with cost recorded in the accounting system and also with the approved AFE and WP&B approved to monitor and analyze the comparison result to enable cost control and

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- monitoring.
- Link with Warehouse Inventory controller and ensure timely journals prepared for IDEAS in order to monitor actual materials inventory movements for timely monthly reporting in IDEAS financial ledgers
 - Responsible for VOWD monthly process with budget holders for timely accrual calculations per month end schedule.
 - Prepare monthly AFE status report and variance analysis updated with budget holders
 - Prepare monthly materials inventory reconciliation report to IDEAS

- Operational Accounting**
- In conjunction with relevant Budget Holders review technical vendor invoices and ensure invoiced charges are as per contract and technical performance and properly supported to ensure invoice validity and supporting cost recovery principles.
 - Review project based vendor invoices with Budget Holder for completeness and achievement of relevant milestones, VOWD and validity of supporting documentation to enable timely processing of vendor invoices. To support the Budget Holder in maintaining a cost control analysis of all project related vendors contracts and PO's against billed and unbilled vendor invoices to support cost control and cashflow forecasting and month end reporting of VOWD/accruals.
 - Monthly reconciliation of invoices / payables with vendor's statement of accounts.
 - Monthly liaison with Inventory Controller (CPL) to ensure materials inventory receipts and issues are transacted timely and recorded correctly in the financial reporting systems. To perform monthly reconciliation of inventory balances per GL versus the materials inventory report from CPL. Identify and resolve reconciling issues on a timely basis. Support periodic physical inventory and year end balances for financial reporting and audit purposes.


- Reporting**
- Supervise the preparation on request of a variety of ad hoc, monthly, quarterly and annual reports with supporting cost control schedules as may be required for Management including responses required for BOC ad hoc financial information requests.

- Policies, Systems, Processes and Procedures**
- Contribute to the identification of opportunities for the continuous improvement of systems, processes and practices to increase productivity and operational efficiency.
 - Implement all relevant policies, processes, procedures and instructions so that work is carried out in a controlled and consistent manner.

- Health, Security, Safety and Environment.**
- Follow all relevant company's health, security, safety and environmental policies, processes, procedures and instructions to ensure Health and Safety compliance in all aspects of work by applying them on self, others and corporate assets.

5. COMMUNICATIONS & WORKING RELATIONSHIPS

- Internal:**
- Budget Holders, General Managers, User Dept
 - Asset teams
 - Legal
 - Contracts, Procurement & Logistics
 - Drilling and Subsurface Technical Teams
 - Project Facilities
- External:**

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- BOC
- Vendors
- Statutory auditors, Joint Venture partner auditors, Internal auditors

6. DECISION MAKING AUTHORITY

- All matters / issues of significance are to be referred to Section Head Accounts Payable for further guidance and decision.

7. QUALIFICATIONS, EXPERIENCE & SKILLS

Minimum Qualifications:

- A degree in Accounting/Finance/Management or ACCA/CIMA or CA/CPA qualification or equivalent.

Minimum Experience:

- 5 years of accounting experience within the Oil and Gas industry

Job-Specific Skills:

- Advanced excel financial analysis skills, attention to detail
- Knowledge and understanding of Asset's financial policies and regulations
- Good working knowledge of E&P accounting, IFRS, external statutory audit, JV partner audits
- Good working knowledge of indirect taxes incl withholding taxes
- Working knowledge of ERP systems incl IDEAS, Oracle & SAP preferred
- Effective interpersonal, verbal and written communication skills
- Good analytical capabilities and problem-solving skills
- Knowledge and understanding of local regulatory policies
- Coaching and development skills

8. APPROVALS

Line Manager (Dept. Manager / Section Head)	
_____	_____
Signature	Date
Human Resources:	
_____	_____
Signature	Date