



Job Description			
Job Title:	Cost Accountant		
Department:	Engineering Sales		
Reporting to:	Finance Director		
Primary Location:	191 Plymbridge Road, Estover, Plymouth, PL6 7JS		
<p>Job purpose Summary:</p> <p>The cost accountant position is accountable for the ongoing analysis of process constraints, target costing projects, margin analysis, and tracing costs back to underlying activities. The cost accountant must also construct and monitor those cost-effective data accumulation systems needed to provide an appropriate level of costing information to management.</p> <p>Key Responsibilities & Accountabilities:</p> <p>Data Collection</p> <ul style="list-style-type: none"> • Construct data accumulation systems for a cost accounting system • Create and review the controls needed for data accumulation and reporting systems • Update standard costs in the bill of materials • Review standard and actual costs for inaccuracies • Marking variances and reporting back to management • Validate the cost of goods sold as part of the month-end close • Accumulate and apply overhead costs as required by generally accepted accounting principles <p>Analysis</p> <ul style="list-style-type: none"> • Conduct ongoing process constraint analyses • Report on breakeven points by products and departments • Report on margins by product and department • Report on periodic variances and their causes, focusing in particular on spending variances • Analyze capital budgeting requests • Perform cost accumulation tasks 			
Reviewed By:	AR	Date:	06/03/2015
Approved By:		Date:	
Last Updated By:		Date:	

Person Specification		
	Essential	Desirable
Education/Qualification	CIMA or working towards	Degree
Experience	<ul style="list-style-type: none"> - 3+ years of accounting/finance experience - BOM and Routings experience - Cost accounting experience - MRP experience or ERP - Quoting & Project costing experience - Commercially aware 	<ul style="list-style-type: none"> - Working in an engineering/manufacturing Environment - Working autonomously - Setting up best practice
Skills	<ul style="list-style-type: none"> - Excellent analysis skills - Experience manipulating large databases - Accuracy / Attention to detail - Organisational - Verbal and Written communication 	
Behaviours	<ul style="list-style-type: none"> - Polite and Courteous - Outgoing personality 	
Personal Qualities	<ul style="list-style-type: none"> - A willingness to learn and develop further - Ability to build relationships with people at all levels 	<ul style="list-style-type: none"> - Resilient - Can – do attitude