

Position description

Position title	Costing Officer
Group / Branch	Service Delivery
Reports to (Title)	<i>Manager/Team Leader</i>
Competency level	<i>Individual Contributor</i>

Job Purpose

This role will work across the entire Service Delivery group, and the role will work closely with the financial support team, while reporting to the Mechanical & Electrical Asset Services Manager in Service Delivery.

In the role of Costing Officer, you will contribute through the provision of advice, expertise and operational delivery of day-to-day costing/financial, procurement and project administration services and information whilst ensuring the service provided is timely, effective and responsive to management requirements. You will organise and/or assist with procurement, contracts engagement, ordering, purchasing and supply of project requirements to allow service delivery related work to be delivered/proceed in a timely manner.

Key Accountabilities

Upon learning the new procurement/finance system, the role will provide administrative support as a 'costing officer' that will help teams to procure and order goods and services, handle enquiries about vendor payments and generally be the conduit for the operations and maintenance staff to manage financial transactions as they occur.

Duties and Responsibilities:

- Undertake financial transactions in relation to costing, revenue claims in projects and work orders through to complex requisitions (liaise and work with procurement and requesters to ensure procurement processes are followed and requests logged through procurement portal as needed)
- Work with the Project Managers to monitor the financial position of projects and work orders and ensure only correct charges are being debited to projects or work orders and provide early warnings to management of any deviations beyond predetermined limits.
- Working with the Financial Business Partners, Portfolio Managers and Project Managers, this role will undertake "End of Month" and "on request" financial reporting to enable accurate project or work order tracking and to indicate the overall financial position of various projects.
- Requisition and monitor the supply of goods and services to ensure workflows are uninterrupted. Investigate and resolve routine supplier complaints and feedback.
- Provide support, advice and expertise on costing and financial administration matters to project/team members.

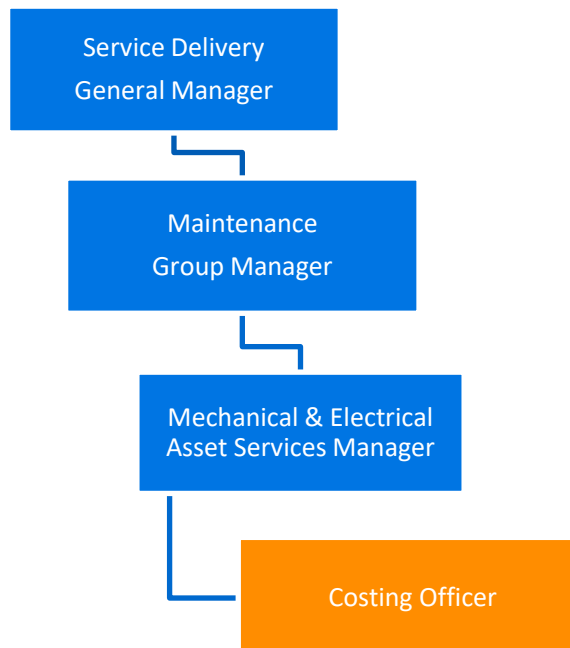
- Ensure good governance is maintained in all financial and administration responsibilities.
- South East Water operates a 24/7 service environment. Whilst this role does not involve after-hours rostered duty, all employees may be required to provide out of hours support from time to time as required

Knowledge, Skills & Experience

- Experience in procurement, contracts management or equivalent disciplines.
- Strong knowledge Oracle or similar large ERP systems
- Tertiary qualifications in Procurement, Contracts Management, Supply, Logistics and Purchasing and Materials Management or equivalent disciplines is desirable.
- Excellent customer service approach with the ability to form strong professional relationships with internal stakeholders across various departments
- Financial Support - Analyses, interprets and applies high level financial management practices and provides advice and support to others.
- Results (Focuses on Performance) – Seeks clarity of tasks, asks questions, knows what is expected of them. Enjoys challenges. Sets priorities and organised to meet deadlines. Reports progress and any potential delays or issues which may impact on others.
- Accountability– Rigorously researches and analyses information relevant to tasks. Shows judgement in decision making

Dimensions

Organisational Chart



Number of people managed:

N/A

Size of budget managed:

N/A

Value of Assets managed:

N/A

Ensuring a sustainable, resilient organisation:

Authorities outlined in [Instrument of Delegations](#) none

Compliance management responsibilities outlined in the [compliance and obligations register](#)
none

Security for Critical Infrastructure identified role: No

Will this role participate in a rostered after-hours duty team, emergency response or incident support? No