



Forefront Medical Technology Pte Ltd
35, Joo Koon Circle
6th Floor
Singapore 629110

Job Title: **Cost Accountant**

Duties & Responsibilities – Project Cost Related:

- Develop project cost estimates
- Generate weekly and monthly cost reports for each project, including but not limited to 'Earned Value Report', 'Plan Spent versus Actual Spent' etc
- Perform cost analysis and advise project leader/manager on cost over-runs in a timely manner so the corrective actions can be taken
- At the time of project completion, record cost information in project database and utilise this cost database for future project cost estimation

Duties & Responsibilities – Product Cost Related:

- Assist in data accumulation for cost accounting system
- Update bill of material standard costs in system
- Report on breakeven points by products
- Report on margins by product and division
- Analyze actual manufacturing costs and prepare periodic reports on variances from standard costs
- Analyze capital budgeting requests
- Coordinate physical inventories and cycle counts
- Accumulate and apply overhead costs as required by generally accepted accounting principles
- Any ad hoc matters which are assigned from time to time

Requirements:

- Degree/Diploma in Accounting/Finance or equivalent
- Min 5 years working experience in cost accounting/finance with min 3 years experience in manufacturing industry
- Proficient in MS Word, MS Outlook and MS Excel to create well structured spreadsheets, presentations, proposals and other documents
- Skills in prioritization and time management to ensure that the project reports are compiled in a timely manner
- High level of analytical skills in order to perform analyses of project and product costs
- High level of coordination skills to gather data from multiple sources
- Detailed oriented with excellent oral and written communication skills