

JOB DESCRIPTION

Position Title	Senior Cost Controller	Company	Client
Direct Report	Lead Cost Controller	Department	Drilling and Completion
Position Group	Senior Executive	Location	Ho Chi Minh
Type of Employment	Labor Contract		
JOB PURPOSE			
<p>The Senior Cost Controller is responsible for managing, monitoring, and reporting drilling-related expenditures to ensure alignment with project budgets (AFE, WPB, FDP). The role ensures rigorous control over drilling contracts, supports performance analysis, and contributes to cost optimization strategies for drilling and well completion activities, providing critical support for decision-making and ensuring accountability to partners.</p>			
JOB DUTIES /RESPONSIBILITIES			
1	<p>Budget Planning:</p> <ul style="list-style-type: none"> Support the annual Work Program & Budget (WPB)/Authorization for Expenditures (AFE) preparation and revisions for Drilling operations. Collect and consolidate budget inputs from Drilling Engineers and Contract Owners. Support the Field Development Plan (FDP) update as the data gathering & verification points prior to transfer to Senior Data Performance Analyst for consolidation. Develop budget estimates based on historical performance, contract unit rates, and cost models. Contribute to the budget phasing aligned with drilling schedules and procurement timelines. 		
2	<p>Budget Monitoring & Forecasting:</p> <ul style="list-style-type: none"> Track budget utilization (WPB/AFE) and forecast Estimated at Completion (EAC) for assigned contracts. Monitor commitments, actuals, accruals, and Value of Work Done (VOWD). Support cash call and expenditure reconciliation. 		
3	<p>Contract Cost Control:</p> <ul style="list-style-type: none"> Review contract payment terms and monitor execution status. Track Purchase Orders (PO), Call-Offs, and ensure alignment with budget codes (DOC, CI). Monitor Work Order (WO) issuance and commitment register. 		
4	<p>Invoice Review & Verification:</p> <ul style="list-style-type: none"> Verify monthly invoices and proforma invoices against contracts and work progress. Coordinate with Cost Controllers and the Data Performance Analyst for invoice schedule and payment tracking. 		
5	<p>AFE Lifecycle Management:</p> <ul style="list-style-type: none"> Support preparation, justification, and submission of AFE and AFE revisions. Track AFE actual vs. approved budget and initiate AFE close-out documentation upon completion. 		
6	<p>Reporting & Dashboards:</p> <ul style="list-style-type: none"> Collaborate with Data Performance Analyst for cost visualization and KPI monitoring. Provide monthly reports to Lead and input to JV performance reports. 		

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7	<p>Stakeholder Coordination:</p> <ul style="list-style-type: none"> • Coordinate with Drilling & Completion Engineers to understand field activities, changes in scope, and actual progress for accurate VoWD and EAC. • Liaise with SCM, Planning, Finance, and Technical Engineers to ensure cost alignment across activities. • Support audits and partner cost reviews with complete documentation.
GENERIC ACCOUNTABILITIES	
1	<p><u>Good Governance</u> Enforce the implementation of applicable procedures and guidelines and affect the compliance to statutory and legislative requirements.</p>
2	<p><u>HSE Policies</u> Enforce the implementation of the objectives and provisions of the Health, Safety and Environment (HSE) policies and undertake appropriate mitigation and/or intervention programs to safeguard business operations.</p>
3	<p><u>Company Culture & Internal Labor Regulation (ILR)</u></p> <ul style="list-style-type: none"> – Implement distinctive mindset, behavior and culture to achieve high work performance. Promote and instill high sense of Trust – Effectiveness - Discipline that will contribute to operational excellence. – Enforce the implementation of the objectives and provisions of Internal Labor Regulation.
MAJOR CHALLENGES	
	<ul style="list-style-type: none"> – Ability to work under high pressure with minimal supervision; – Multi-functional and able to cope up with diverse job demands; – Working & interfacing within a multi-cultural company.
QUALIFICATIONS/EXPERIENCES AND SKILLS	
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> – Bachelor's degree, preferably in Economics, Finance, Accounting, or a related Oil & Gas Engineering field. <p><u>Experiences</u></p> <ul style="list-style-type: none"> – Minimum 7 years of experience in the Oil & Gas industry. – At least 3-5 years of experience in project planning, cost control, or financial analysis. – Experience with AFE/WPB cost planning, contract monitoring, and JV cost procedures. 	<p><u>Required Skills/Abilities</u></p> <ul style="list-style-type: none"> – Strong proficiency in Microsoft Office tool (Advanced Excel skills are essential for financial modeling and analysis). – Familiarity with document control and coding systems. – Demonstrated experience in cost coding, accrual processes, and invoice verification. – Competent in budget planning, cost tracking, and forecasting. – Knowledge of AFE/WPB cost lifecycle, VOWD, and JV allocation. – Experience with financial systems (e.g., SAP, ERPs) and specialized drilling cost management systems is highly desirable. – Fluent in English (written & spoken). – Proactive and structured working style. – Strong interpersonal and communication skills.