



JOB DESCRIPTION

DATE:	March 2020
POSITION:	Cost Analyst
BUSINESS UNIT:	Diagnostics
LOCATION:	Craigavon
REPORTING TO:	Senior Business Development Coordinator
RESPONSIBLE FOR (PEOPLE):	None

OVERALL ROLE OBJECTIVE:

The Cost Analyst works to support the business by providing detailed cost and financial analysis to define pricing structures and aid in decision making. The primary responsibility of the Cost Analyst is to generate & maintain service line cost and price models, define pricing structures and analyse service line performance over time. The role also involves generating and maintaining company KPIs and detailed financial reports as required by management. This highly commercial role involves working on multiple projects simultaneously and meeting tight deadlines. The role requires strong analytical skills, high accuracy levels and attention to detail, as well as demonstrable advanced skills using Microsoft Excel.

JOB SPECIFIC RESPONSIBILITIES

1. Generate & maintain service line cost and price models
2. Define & maintain pricing structures
3. Liaise with technical teams and subject matter experts to monitor changes in processes and impact on cost
4. Analyse and monitor service line performance, including determining standard costs and investigating variances with actual costs
5. Analyse revenue performance and sales forecast
6. Generate and maintain company KPIs
7. Provide adhoc financial analysis and detailed reports as required
8. Conduct market research as required to support price positioning and planning
9. Attend internal & external meetings as required and support follow up actions

GENERAL ROLE RESPONSIBILITIES:

Quality	High attention to numeracy details
Health & Safety	Understand Company's Health & Safety Policy and follow all company HSE procedures. Report all accidents or any unsafe conditions in the work place.
Training and Development	Ensure training has been received before undertaking specific duties and that all training is recorded in training records.
Human Resource Management	Adhere to all HR policies and procedures, to include all absence policies and procedures.
Communication	Communicate within your own department to ensure that all relevant information is forwarded to the appropriate personnel on a regular and timely basis. Provide regular updates to your line manager regarding progress on required duties and the status of any projects.
Equal Opportunities	Observe and adhere to the company's Equal Opportunities and Dignity at Work policies ensuring that a neutral and harmonious work environment is maintained in which bullying and/or harassment does not occur.
Core Competency Framework	Ensure that all job specific responsibilities relating to the overall role objective are carried out in accordance with the requirements outlined within the Almac core competency framework.

By signing this Job Description I accept that I have received and read the Job Description and have accepted the responsibilities identified therein.

EMPLOYEE'S SIGNATURE:

PRINT NAME:

DATE:

This job description should not be regarded as conclusive or definitive. It is a guideline within which the individual jobholder works. It is not intended to be rigid or inflexible and may alter as the Company's strategic direction changes.



PERSON SPECIFICATION

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	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT	ASSESSMENT METHOD
QUALIFICATIONS	Bachelor's degree (or equivalent) in an accounting, finance or business discipline		Application Form and Documentary Evidence
EXPERIENCE	Demonstrable Advanced Microsoft Excel Skills Prior experience in a commercial business environment	Prior experience in a costing or accounting/financial analysis role (in particular for tailored services/products) Prior experience in the Pharmaceutical/ Biotech/ Diagnostics sector	Application Form and Interview
KEY SKILLS	High attention to detail and high levels of accuracy Strong analytical skills Strong communication and presentation skills Self-motivated and demonstrates ownership and responsibility for deliverables Ability to work to tight deadlines and manage a varied work load	Advanced Microsoft Excel training	Interview