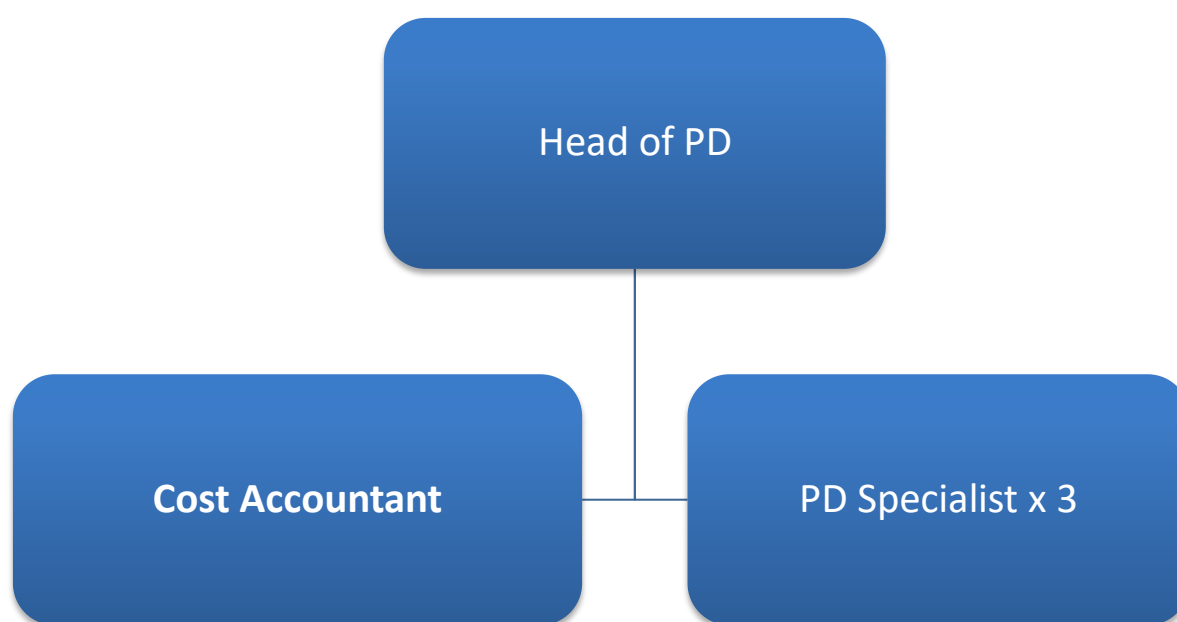


JOB DESCRIPTION

Job Title:	Cost Accountant
Band/Pay:	Band 7
Department:	Product Development – Torbay Pharmaceuticals



Job overview

This new role is intended to provide knowledge, resource and support following a period of significant growth in Contract Manufacturing orders. There is a need to ensure quotes are developed and delivered to meet customer expectations and that costs are tracked to ensure margins are achieved. Contract Manufacturing is the single biggest growth pillar in, Torbay Pharmaceuticals strategy.

The Cost Accountant is responsible for providing high quality financial information, support and advice, through maintenance and improvement of existing product costing information and analysis and insight of customer and product margins, thereby assisting Torbay Pharmaceuticals to achieve their financial objectives.

The most rewarding part of this role is you will be providing information, analysis and insight to assist Torbay Pharmaceuticals achieve their financial objectives and Identifying and implementing changes to improve the effectiveness and efficiency of product costings to deliver the strategy

Main duties of the job

- Delivery of accurate and timely customer quotations
- Delivery of accurate and timely product costs to agreed deadlines
- Generation and analysis of product costing information providing visibility of actual product costs and customer profitability
- Monitoring and tracking of invoicing of costs, time spent on projects, throughout the project lifecycle, to ensure that costs are accurately invoiced and in a timely manner
- Improvements to costing information and supporting processes

About Torbay Pharmaceuticals

Torbay Pharmaceuticals (TP) opened a new manufacturing site in 2017 supported by a £26m investment. We aim to double the size of the business in the next 4-5 years. Torbay Pharmaceuticals (TP) is a semi-autonomous business unit of Torbay and South Devon NHS Trust with its own Management Board.

Torbay Pharmaceuticals (TP) is a flagship business within the National Health Service and manufactures and distributes terminally sterilised injectables for the secondary care market in the UK and worldwide.

The business employs circa 200 people and has sales in excess of £20M per year.

TP is a holder of the following MHRA (Medicines and Healthcare Products Regulatory Agency) licenses:

- ✓ Manufacturers License
- ✓ Manufacturers License 'Specials'
- ✓ Wholesale Dealers Licence
- ✓ Manufacturers Licence 'Investigational Medicinal Products'

TP is a holder of the following Quality Management Accreditations:

- ✓ ISO13485 – Medical Devices

Detailed job description and responsibilities

The post holder will be required to;

- Maintain current product costings
- Provide analysis and insight of customer and product margins
- Improve current product costings methods, with a move towards actual costs for materials, components & consumables
- Generate costings/quotes, using starting materials provided by PD and testing by the Laboratories

- Liaise with Supply Chain to obtain quotes for costs of new starting materials, in line with specifications provided by PD
- Liaise with the Chemistry, Micro & Stability Laboratories, to obtain quotes for testing, in line with customer requirements
- Calculate project start-up costs using standard costs for generic pieces of work
- Develop a project start-up matrix, to support an early evaluation of new project opportunities
- Undertake other duties and responsibilities as determined by their line manager within the overall parameters of the post

Communication and Working Relationships

- Liaise with and work with individuals and teams from other departments – Product Development, Laboratories, Supply Chain, Product Integration Specialist, Customer Services, Programme Team
- Make formal presentations to Executives, advising finance and non-finance managers on matters and providing detailed advice and guidance

Knowledge, Training & Experience

- In depth specialist knowledge of costing methods, to calculate product cost records to support price structures for products within the business
- Use commercial knowledge and experience to make recommendations for continuous improvements in data capture, reporting and analysis within the business

Analytical and Judgemental Skills

- Review & analyse complex product yields and losses
- Review & analyse complex project hours
- Calculate & validate benefits from delivery of improvement projects which require the analysis, interpretation and comparison of a range of options

Planning and Organisational Skills

- Monitor and track invoicing of costs, including time spent on projects, throughout the project lifecycle, to ensure that costs are accurately invoiced and in a timely manner
- Provide invoicing schedules and forecasts to Finance

Responsibility for Systems

- Develop project costing information within the ERP system to facilitate efficient and accurate future project costings

Responsibility for Efficiency and Value

- Enhance and improve current methods including accuracy of labour, testing and overhead costs within product costings
- Identify and implement improvements successfully by engaging with individuals and teams to achieve buy-in for all changes to existing processes

PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> Professional Accountancy qualification (CIMA, ACA, ACCA or equivalent) 	<ul style="list-style-type: none"> Fully Qualified (CCAB) Professional Accountant (or equivalent knowledge or experience) Educated to Masters level or equivalent
Knowledge and experience	<ul style="list-style-type: none"> In depth specialist knowledge of costing methods Experience of working in a commercial environment Previous management accounting and financial analysis experience Product costing methods and techniques; materials, labour and overheads 	<ul style="list-style-type: none"> Knowledge of the Pharmaceutical Manufacturing industry in the UK Knowledge of global pharmaceutical markets Knowledge of large ERP systems Experience of working in a manufacturing business Experience of working with an ERP/MRP software system
Specific Skills	<ul style="list-style-type: none"> Advanced Microsoft Excel skills and keyboard skills to allow by using formulae, query reports to create statistical reports for presentation/information to others Ability to manipulate and assess information rapidly, identifying key points and drawing conclusions Able to identify the relationship between complex, interdependent factors Ability to clearly communicate complex data analysis results to a broad spectrum of groups/individuals from Executive level to “shop floor” 	

	<ul style="list-style-type: none"> • Good communication, interpersonal and influencing skills with the ability to establish and maintain effective working relationships 	
Requirements due to work environment/conditions	<ul style="list-style-type: none"> • Able to work independently • Attention to detail • Ability to manage conflicting priorities in workload • Capacity to handle many complex projects simultaneously • Implements Trust and professional policies for own department 	

Physical skills	
Physical effort	<ul style="list-style-type: none"> • Light physical effort
Emotional effort	<ul style="list-style-type: none"> • Ability to work to tight deadlines • Ability to work under pressure
Mental effort	<ul style="list-style-type: none"> • Frequent concentration, mix of predictable and changing work patterns, occasional prolonged concentration • Concentration required when inputting data, checking and reconciling information, making calculations and when answering queries from colleagues/may be required to switch tasks; requirement to concentrate for long periods when inputting data and when analysing data