**Financial Controller job description**

**Job brief**

The primary purpose of this position is to manage and direct daily accounting activities; ensuring that proper accounting and recording of company transactions are performed in an accurate and timely manner; and producing financial and other key reports for management. The incumbent Financial Controller will also be in a position to be considered for the Vice President/CFO position in the future

**Responsibilities**

Planning and organizing

* It is expected that the Finanacial Controller will manage all internal financial controls and engage with operations on a daily/weekly basis to ensure that workload can be carried out in an efficient manner i.e. provide to the Managing Director, every Monday morning, with a recovery rate for each employee, accurately to the workload they are doing etc.
* It is expected that the Finanacial Controller will be responsible for proactively managing cashflow and resource planning so that efficiency is delivered.
* It is expected that the Finanacial Controller will provide at the end of each month, within 1 week, management accounts for the management team c/w forecasts for the three month.
* The Financial Controller must set budgets and forecasts reviewing the actuals vs budget and provide a detailed analysis of any variances against budget.
* The Finanacial Controller should be responsible for negotiating terms with suppliers and managing cashflow. The role shall also provide accurate tracking of costs for both product and labour.
* The Finanacial Controller shall liaise with both the sales and Operations Manager to provide the Managing Director/ management team with information in relation to the profitable areas of the business and also identify areas of loss in the business.
* It is expected within 6 months the Finanacial Controller shall have a stock control system in place and have house rules around the control of stock items, small items etc.
* The Finanacial Controller must provide the Managing Director with sales forecast for invoicing and also liaise with operations to ensure each job is invoiced in a timely manner.
* The Finanacial Controller must, in conjunction with Sales Manager complete an annual budget and rolling sales forecast on a monthly basis. o Be familiar with Irish and UK tax requirements as the company has operations based in both jurisdictions.
* Sit in on quarterly reviews for staff and ensure staff reaches their potential and are clear re job their description and expectations. Other key responsibilities and accountabilities include: o It is also a key responsibility that the Financial Controller looks after purchasing and engages with customers to ensure that cash matches cash out and reduces any risk to the Company.
* The Finanacial Controller shall also be responsible for liaising with revenue and auditors and be fully responsible for ensuring that the Company’s tax liabilities are in order.
* The Finanacial Controller shall be responsible for form filling and grant applications for the Company including Enterprise, R&D, payment requests, general form filling etc.
* The Finanacial Controller shall work with operations and sales to have a management briefing, and workload briefing every Friday. The Financial Controller shall provide a diary detailing workload for the week/month ahead of these briefings with deliverables.
* The Finanacial Controller shall be responsible for purchases including a stock control system which will give every employee both labour and product return per project at any point in time. o The Finanacial Controller shall work with outsourced partners (eg: payroll and HR), as ditctated by the Company, to ensure value for the business and the proper and appropriate management of these areas.
* The Finanacial Controller is expected to consistently review every aspect of the business costs to ensure we are operating in the most efficient manner possible.
* Manage and liaise with auditors as required
* The Finanacial Controller shall issues the following every Monday morning to the Managing Director
* Recovery rate for all employees for the previous week.
* Overtime rate for the previous week.
* Expected hours to be worked for the week/month ahead.
* Fuel and phone bills.
* List of purchases over €5000.00 for previous week.
* Workload for week ahead i.e. overtime expected.
* Profitability per sector and recommendations regarding same.
* Monies in/out, cash and any issue of concern.

**Requirements/ skills**

* Personal qualities of integrity, credibility, and unwavering commitment to XYZ Nonprofit’s mission; a proactive, hands-on strategic thinker who will own, in partnership with the CFO, the responsibility for finance
* Minimum of a BA; CPA and/or MBA preferred
* Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments
* A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants is essential
* Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; advanced knowledge of accounting and reporting software
* Commitment to recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly
* Keen analytic, organization and problem solving skills which allows for strategic data interpretation versus. simple reporting
* Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners
* Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers