**Financial Controller Job Description Template**

Company Introduction

*Write a short and catchy paragraph about your company. Make sure to provide information about the company’s culture, perks, and benefits. Mention office hours, remote working possibilities, and everything else that you think makes your company a compelling career choice.*

Job Description

As Financial Controller, you will be reporting to the Finance Director with {{x}} direct reports.

Your responsibilities will include the preparation of timely, accurate monthly management accounts and other appropriate financial information for the finance director to present to the executive committee.

You will be a leader in the Finance team and take responsibility for the financial control of commercial operations within the business by managing the day-to-day activities. You may also be required to work closely with various other key stakeholders of the senior management team on ad hoc projects.

Responsibilities

* Producing monthly management accounts and reports with strict adherence to company policies and timetables
* Maintaining an in-depth understanding of the key drivers of the business in order to derive clear and succinct analyses of the ongoing financial performance of operations
* Ensuring compliance with relevant local tax, accounting, auditing, and external reporting requirements
* Leading and coordinating the annual external audit
* Preparing and monitoring performance against forecasts and budgets
* Treasury oversight in ensuring effective management of working capital
* Providing analysis and strategic insight to senior management on a proactive and as-requested basis
* Leading, mentoring, and providing clear guidance to junior finance staff
* Continually seeking to improve productivity and efficiency through the development of processes and controls
* Building and nurturing relationships with key internal and external parties including banks, auditors, and legal counsel

Skills

* Fully qualified accountant (ACA/ACCA/CIMA) with at least {{x}} years of post-qualification experience
* Strong focus on controls and processes and high attention to detail
* Up-to-date technical skills for preparing statutory accounts
* The ability to work closely with external stakeholders
* Strong written and verbal communication skills for engaging with business partners and ensuring processes are being followed
* Strong people manager who can evidence prior development of staff
* Confidence to challenge senior opinions and maintain positive working relationship