

JOB DESCRIPTION

POSITION: Financial Controller

REPORTING TO: CEO

RESPONSIBILITY: All accounting, financial, legal and statutory matters

KEY FUNCTIONS:

- Preparation of all financial reports, budgets, and statutory & management accounts
- All Company Secretarial matters
- Liaising with external auditors and other professional contacts
- Staff training and management
- Maintenance and development of all accounting records, financial systems, internal controls, policies and procedures
- Control of and accountability for all fixed assets of the company
- Coordinate all legal matters with an emphasis on contract control
- Contribute to the strategic development of the company
- Support the CEO
- Development and maintenance of the company's risk management plan

COMPETENCIES (MANDATORY):

- Experience in a senior, but hands-on, financial position in a small/medium organization
- Strong organizational and communication skills
- Calm, patient yet dynamic personality and, above all, a team player
- Strong financial management skills, including complex spreadsheet development
- Advanced computer skills
- Able to work and communicate effectively in a small and eclectic society
- Previous experience with the development of budgeting, accounting and financial reporting systems
- Timely preparation of accounts and reports to CEO and the Board
- A can-do mentality, capable of working independently and creatively
- Relevant tertiary and/or professional qualification
- Staff management and development skills
- Preparation of a Policies, Systems and Procedures manual

COMPETENCIES (OPTIONAL):

- Work experience with a not-for-profit organization
- Work experience in a developing country
- Familiarity with web technology, Excel and Quickbooks
- Exposure to foreign exchange transactions