



FINANCIAL CONTROLLER – POSITION DESCRIPTION

Position Purpose

To manage the company's financial and treasury systems and processes, ensuring financial information is timely, accurate, complete and compliant with relevant accounting and taxation principles and regulatory frameworks.

Key Relationships

Reports to:	Managing Director
	Group CFO
Direct Reports:	Finance Manager
	Accounts Payable Officer
	Accounts Receivable Officer
	Payroll Officer

Key Responsibilities

- Professionally manage the financial accounting processes and records of the company
- Provide accurate, complete, relevant and timely information and reports (both financial and general) to users
- Understand the Acts | Regulations | Laws of Vanuatu to ensure the business is compliant in all governed financial obligations
- Maintain integrity of accounting systems
- Ensure segregation of duties and internal controls are maintained and appropriate checks and balances are in place
- Ensure the company's cash management position is tightly controlled and monitored
- Respond timeously and appropriately to user queries on financial matters
- Provide in-depth financial analysis to management to assist with driving efficiencies and reduce costs
- Provide leadership, training and mentoring to others
- Assist in preparation of annual budgets (operating and capex) and cashflow forecasting
- Prepare ad hoc financial forecasting information as required
- Work closely with management to monitor performance to budget across all departments and investigate budget variations
- Manage relationships with others across the company to achieve alignment in key business strategies and decisions
- Prepare and analyse weekly flash reports of financial performance and key financial indicators
- Prepare and analyse monthly and annual financial reporting packs and other ad hoc reporting
- Liaise with external accountants and auditors on various accounting and taxation matters as they arise

Key Attributes

- Demonstrated capacity in leading and managing a finance team and its individual members
- Strong analytical skills and meticulous attention to detail with high proficiency in Microsoft applications
- Excellent written and verbal communication skills with proficiency in preparing reports and presentations
- Ability to understand and analyse complex financial information and strategy in a diverse business environment
- Sound time management skills and ability to work autonomously to deliver results within agreed upon reporting timeframes
- Ability to build and retain strong relationships with management, key stakeholders, external parties and direct reports

Key Qualifications and Experience

- Bachelor Degree in Accounting/Finance
- CPA/CA qualification
- Significant accounting experience with at least 5 years in a management position