**JOB DESCRIPTION – FINANCIAL CONTROLLER**

Job Title: Financial Controller

Job Holder:

Location:

Reports To:

Significant Relationships:

**OVERALL OBJECTIVE OF ROLE**

As a Financial Controller you’ll work directly with the Finance Director, heading up the day to day financial activities including; preparation of month end accounts, VAT returns, bank and balance sheet reconciliations, accruals and pre-payments, audits and year-end statutory accounts.

The Financial Controller will be responsible for setting and checking targets and monitoring the performance of each department within the business in line with their set budgets.

The Financial Controller role will implement and maintain all financial controls and systems within the business, identifying and recommending potential operational efficiencies and improvements to working practices and procedures this would include financial and business and could cover IT.

Other responsibilities regularly assigned to the Financial Controller include payroll, insurance policy cover, and the management of book debt.

**KEY TASKS AND RESPONSIBILITIES**

* Oversee all tax and regulatory compliance issues
* Prepare and submit information to statutory authorities including HMRC
* Liaise with external advisors on the preparation of statutory financial information
* Prepare monthly accounts (profit & loss/balance sheet)
* Preparation of annual statutory accounts
* Preparation of tax computations (VAT and Corporation Tax)
* Prepare payroll figures
* Cash-flow statements
* Manage insurances
* Develop the forecasting models (profit & loss, balance sheet and cash-flow)
* Review company internal controls
* Annual budgeting

**KEY COMPETENCIES**

**Personal Qualities**

* Able to work on modern ERP & IT systems
* Competent on Excel
* Good communicator
* Hard working
* Able to challenge the status quo and drive through changes
* Diligent with strong attention to detail
* Up to date knowledge of accounting regulations.
* Good understanding of business as well as financial issues
* Sound decision making

Signed on behalf Date

of the Company

I have received a copy of this job description, read it, understood it and agreed to it.

Signed Date

Print Name