

Controller Job Description template

Controller Job Description Template/Brief

We are seeking a skilled Controller to oversee our financial operations. The Controller will manage accounting functions, financial reporting, and budgeting processes. This role requires a detail-oriented individual with a strong grasp of financial principles and leadership abilities.

Controller Job Profile

The Controller is responsible for maintaining accurate financial records and ensuring compliance with accounting regulations. They will work on preparing financial reports, developing budgets, and advising on financial decisions. This position requires strong analytical skills and proficiency in financial software.

Reports To

The Controller reports to the Chief Financial Officer (CFO).

Controller Responsibilities

- Prepare and oversee financial statements and reports.
- Manage the accounting department and its operations.
- Develop and implement financial controls and procedures.
- Ensure compliance with financial regulations and standards.
- Coordinate budgeting and forecasting processes.
- Analyze financial data to support strategic decision-making.
- Collaborate with auditors during annual audits.
- Monitor and report on financial performance.
- Provide financial insights to senior management.

Controller Requirements & Skills

- Bachelor's degree in Accounting, Finance, or a related field.
- Proven experience as a Controller or in a similar financial role.
- Strong understanding of accounting principles and financial regulations.
- Proficiency in accounting software and Microsoft Excel.
- Excellent analytical and problem-solving skills.
- Strong leadership and team management abilities.
- Attention to detail and strong organizational skills.
- Effective communication skills.