

Position Title:	Financial Controller	Name:	
Reports to:		Location:	
Start Date:		Department:	
Primary Purpose of Position:			
The primary purpose of this position is to provide leadership and coordination of company financial planning, debt financing, and budget management functions. Ensure company accounting procedures conform to generally accepted accounting principles.			

Key Responsibilities & Duties:

Major Responsibilities include but are not limited to:

1. Major Accountabilities

(Generic Responsibilities)

- Direct and coordinate company financial planning and budget management functions
- Monitor and analyse monthly operating results against budget
- Manage the preparation of the official annual report of actual revenues, transfers, and expenses
- Manage the preparation of financial outlooks and financial forecasts
- Ensure compliance with local, state, and federal budgetary reporting requirements
- Serve as primary legislative liaison relative to company financial issues
- Direct financial audits and provide recommendations for procedural improvements
- Ensure all activities are conducted in accordance with all OHS requirements
- Follow the company's policies and procedures at all times

(Additional Responsibilities where applicable)

- Represent the company externally to media, government agencies, funding agencies, and the general public
- Recruit, train, supervise, and evaluate financial staff
- Provide accounting policy orientation for new staff

2. General:

- Meet attendance requirements
- Work without constant supervision
- Be effective in meeting deadlines
- Produce accurate and quality work
- Achieve improved business performance
- Meet all requires of employment contract
- Implement company policies as required

3. Working Relationships

Internally this position works with:

- Accountant
- Managers
- Finance team

Externally key working relationships are with:

- Financial Institutions, Insurance Institutions, and the ATO
- External auditors

Key Competencies

- Knowledge of finance, accounting, budgeting, and cost control principles
- Knowledge of automated financial and accounting reporting systems
- Knowledge of federal and state financial regulations
- Ability to analyse financial data and prepare financial reports, statements and projections
- Working knowledge of short and long term budgeting and forecasting
- Professional written and verbal communication and interpersonal skills

Agreement

I have read this Position Description and confirm that:

- I fully understand the content and agree that it forms the basis of my employment at UBT
- I understand that the company may change the Position Description from time to time to suit the needs of the business

Signed

Employee.....Date:.....

.

Signed

Manager:.....Date:.....

...