**Job Specification Template – Financial Controller**

The following sample Financial Controller job description is designed to support your upcoming recruitment needs. This template can be tailored based on the responsibilities, requirements, and benefits of the role you are sourcing for.

Please refer to the comments for more advice on editing each section of the document.

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | | |
| **Financial Controller**   |  |  | | --- | --- | | **Location** | City, Country | | **Job type** | Remote / Hybrid / On-site | | **Salary banding** | £XX,XXX - £XX,XXX |  |  |  | | --- | --- | | Job overview | Our company is a recognised leader in our field, driven by innovation and offering excellent opportunities for growth within our dynamic organisation.  We are seeking a talented Financial Controller to take the day-to-day lead of all financial control activities across the business.  As Financial Controller, you will be responsible for identifying and driving process improvements across the finance function, developing financial strategies, optimising financial performance, and ensuring compliance with all regulatory requirements.  To effectively support our long-term business goals, you will ensure strong and efficient financial controls and processes are in place. You will work closely with senior management to provide analysis and deliver insights that link financial information to business strategies.  In this role, you have the opportunity to drive continuous improvement within the finance function by identifying areas for improvement and implementing change. | | **Key responsibilities** | **In this role, you will**:   * Ensure timely and accurate preparation, review and submission of monthly and quarterly reporting with analysis * Ensure compliance with accounting standards, leading the annual statutory accounts process and management of annual audit * Oversee accounting, ensuring the business is compliant with all tax and other financial legislation * Ensure all HMRC submissions are delivered timely and accurately including preparation, review and submission of VAT returns * Oversee all balance sheet control and reconciliation, identifying and managing financial risks including credit risk, market risk and operational risks * Maintain and implement strong financial systems and controls across the business * Manage the company’s cash flow, forecasting and monitoring cash flow requirements to ensure sufficient liquidity and timely payment of debts * Support the development of a high performing team | | **The skills you’ll bring** | * ACA/ACCA or CIMA Qualified (or equivalent) * Excellent system skills, especially in reporting tools * Experience of financial controls and processes * Experience of financial forecasting and planning * Experience driving change within finance functions * Excellent communication and stakeholder management abilities * Strong attention to detail with an analytical mindset * Experience supporting the development of junior team members * Strong knowledge of IFRS and Financial Reporting * Excellent planning, organisation and time-management skills | | **What sets our company apart** | Our company is dedicated to providing a diverse and inclusive work environment where every team member can thrive. We offer a comprehensive benefits package designed to support your overall well-being and professional growth, including:   * Opportunity to earn up to X% annual bonus * Car allowance (£X annually) * Competitive Pension Scheme = we’ll match your contributions up to X% * Flexible working hours * Life Assurance (X times salary) * X days' holiday + bank holidays * Income protection * Flexible benefits scheme, with perks to choose from (including retail discounts, season ticket loans, Cycle To Work Scheme). * Employee Assistance Programme   We are committed to creating a collaborative, dynamic working environment with significant career development opportunities. | | | |