

POSITION DESCRIPTION

Title:	Financial Controller	Location:	Abu Dhabi
Department:	Finance	Reports to:	CFO
Salary:	Salary package		
Prepared by:	CFO	Date:	September 2011

Overall Purpose:

The Financial Controller provides financial, administrative and clerical services

Roles and Responsibilities

- Create, monitor and control the banking transactions and provide initial authorizations where the CEO / CFO so requires. Liaise closely with the CEO / CFO in managing the cash flow of the company
- Ensure that auditable supporting documents are available for all bank transactions, particularly ad hoc transactions
- Prepare monthly accounts and financial statements for the management and the Board of the company
- Assist CFO in building up and preparing the annual budget and the quarterly revisions. Update and generate regular forecasts for the management. Build models as directed by the CFO.
- Prepare annual financial reports, provide auditors with all schedules and documents, and ensure that the audit is accomplished timeously
- Co-ordinate the annual audit. Ensure that all staff members are made aware of the auditors' requirements and that all these are provided to the auditors on time
- Monitoring supplier accounts and providing management with Accounts Payable aged report each month
- Provide the Executive Team with weekly cash budget. Ensure that cash cover for all scheduled payments are provided and are raised and created in the system on time
- Reconcile all bank accounts on a minimum monthly basis and maintain audit evidence of the same
- Ensure that the fixed assets system is up to date and that the monthly depreciation schedules are prepared and filed
- Provide auditors with all schedules and documents relating to banking, accounts receivable and assets. Ensure that the audit of these items is accomplished timeously
- Credit Control: Monitor customer accounts, take steps to collect due debts and provide management with AR aged report each month
- Ensure that all staff members are keeping their control account reconciliations up to date. Obtain copies of all such reconciliations on a monthly basis from all concerned
- Maintain an invoice control register in the format set by the Chief Financial Officer and the Chief Operations Officer. Follow up on delays in invoicing
- Coding and matching of suppliers' invoices
- Obtain authorization and enter suppliers' invoices into the accounting system
- Creating bank transfer and cheque payment runs for suppliers including sending remittance advices
- Reconciling suppliers' statements with accounting system
- Attending to suppliers' queries

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- Accounting for returns and credit noting
- Applications for credit facilities with vendors and setting up new vendors in the system
- Entering and applying payments to suppliers
- Verifying and entering bank and petty cash transactions of sites/projects into the accounting system
- Maintaining efficient filing system for vendor invoices
- Reconciling accounts payable sub-ledger with GL control account
- Notify assets register of asset purchases. Ensuring that the description of assets is captured as required by the fixed asset register
- Providing other relevant information to management and staff as directed

QHSE:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement

Professional and Academic Expertise

- Bachelor's degree in accounting
- Experience working with generally accepted accounting principles and accounting software
- Strong personal computer and business solutions software skills
- Strong interpersonal skills for interacting with other accountants, clients and Executive Management
- Good communication skills for communicating with support personnel and management
- Strong analytical and problem solving skills
- Good presentation skills for educating internal clients on accounting principles
- Good planning and organizational skills to balance and prioritize work

Chief Administrative Officer

Change Brief

Version	Date	Changes
1	Sept 11/11	Under 'Duties & Responsibilities' add "Prepare, calculate and facilitate monthly payroll in consultation with HR Department."
2	July 2013 (by the CFO)	Added the responsibilities with respect to petty cash
3	October 2016	Update position band
4	June 2019	Change the position from Finance Manager to "Financial Controller"
5	July 2021	Due to review no changes