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# Example of Assistant Financial Controller Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of assistant financial controller. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assistant financial controller

* Supervise the Purchase Ledger Clerk - creating and maintaining Supplier Master Files, reviewing invoices, approving payment runs
* Conduct the follow up, control and produce the monthly reporting and KPI’s for the operating expenses, the advertising and promotion expenses and the prices & cost of goods
* Learn how to use our company IT tools (Sap, Compass, Mgn)
* Help in the preparation of our country reporting
* Support Senior Controller with Business Controllership Framework - ensure financial data integrity, compliance with GE GAP/UK & US GAAP Key Support for Account Reconciliations & Monthly Close Process - adherence to corporate sixsigma account rec
* Ensure that the Finance team provides month-end closing and all other required management reports
* Understand the requirements of the Internal Control Program (ICP) and SOX and ensure that the hotel is in compliance
* Work with external / internal auditors and assist with year-end audit preparations and drafting of financial statements
* Ensure that all internal control procedures are strictly adhered to and communicates any perceived weakness to the Director, Finance/ Financial Controller
* Prepare capital reviews as required by the Management

## Qualifications for assistant financial controller

* BA/BS in Accounting or Finance required with strong GPA
* CPA desired or tracking to obtain CPA
* Ability to work well in a team, multi-task, hands on, accountable, and strong communication skills across the organization
* Must be able to work on own initiative but also as part of a team
* Excellent familiarity with the MS Office tools, excel in particular
* Graduate of Accounting, Finance/ Commerce / equivalent degree and Chartered Accountant (CA) or CPA or equivalent with at least 8+ years of professional experience in Finance roles