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# Example of Financial Controller Job Description

Our company is growing rapidly and is looking to fill the role of financial controller. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for financial controller

* Ensuring processes that result in accurate and timely record keeping and readiness for annual auditing
* Manage and review all aspects of periodic capital call and distribution notices to Limited Partners
* Provide support and respond to Limited Partner special requests and reporting
* Maintain and ensure compliance with funds’ limited partnership agreements and external regulatory bodies
* Take an active role in making sure we are compliance with local regulations
* Interview, select, train & evaluate individual accounting employees performance, and monitor
* Manage outsourced functions when applicable
* Maintain files and ensure compliance with all insurance policies, contracts and legal agreements
* Establish and ensure compliance with all internal controls to ensure policies are enforced
* Work with Director of Purchasing to ensure that all stores are following Standard Operating Procedures (SOPs) set by company

## Qualifications for financial controller

* Liaise with other finance teams as appropriate (including LA team & HQ) ensuring settlement of intercompany transactions associated with service level agreements, recharges & shared costs
* Preparing information & reporting for HQ team (based in London/NY) (routine & ad hoc reports)
* Commitment and a willingness to work long hour
* Ideal candidate will have a Bachelor's Degree in Accounting and 3+ years of experience, CPA preferred
* Manage stakeholders across the breadth of the business
* Ability to build succesful relationships cross functionally