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# Example of Senior Controller Job Description

Our company is growing rapidly and is looking for a senior controller. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior controller

* Making sure that accurate, current information is disseminated in a timely manner and that documents are stored correctly and are easily accessible
* Working closely with the Manager of Documents & Records Management and the Documents & Records and Project and Engineering teams
* Establishing and maintaining close interface & liaison with the PSD Manager, team members and Client's department focal points
* Prepare, review, analyze and comment Dynamic Forecast (DF) and financial performance by division and channel
* Perform specific analysis, business cases and provide adequate support and recommendations to Management for decision making
* Ensure accurate, transparent, consistent and timely Financial Accounting records and reporting submissions
* Ensuring realistic rolling forecasts and gap analyses as an early warning system
* People management of 4-5 Controllers
* Handle customer queries and drive issue resolution
* Manage relationship with customers, with the market (account managers, credit risk manager, Finance manager) and internally

## Qualifications for senior controller

* The ability to work independently with zero supervision and lots of autonomy
* Proactive and “on-the-ball” ability flexibility and responsiveness to change
* Ability to challenge the valuation methodologies proposed by the Business Unit quantitative strategists
* The ideal candidate will possess at least 5 years working experience with proficiency in the theory and application of derivatives modeling
* 8 to 10 years minimum of accounting, bookkeeping and/or Controller experience
* Experience in an education or not-for-profit setting, a plus