



Example of Senior Control Analyst Job Description

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Our growing company is looking to fill the role of senior control analyst. 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 senior control analyst

- Ad hoc projects as directed by WM Finance SMT
- Ensuring statutory accounts (special purpose financial statements) are completed in a timely manner for review by Finance Manager and Auditors
- You will also act as a Point of Contact for PwC External Audit to ensure queries relating to the statutory accounts are addressed in a timely manner
- Provide data and supporting schedules relating to the statutory accounts where requested
- Liaise with external advisers as required to ensure tax compliance requirements are met. Tax services are outsourced to external service providers but this role will be responsible for ensuring the information provided to advisers is accurate and relevant
- Balance sheet reconciliations are completed by external service provider, IBM
- Taking accountability for individual analysis work streams and leading junior BA's
- Transforming high level business goals into low level requirements to define the scope of a project
- Being responsible for data and systems analysis to support documentation and understanding of the current-state
- Gaining client and Information Technology (IT) sign-off, of requirements documents and specifications by conducting walkthroughs, presentations and formal reviews

- Finance/accounting background, with 3+ years of Financial Industry Product Control experience
- Strong MS office Excel (spreadsheets, macros) and Access (pulling queries)
- Systems experience potentially including HP Quality Center, in-house reporting systems (Oracle BI EE) and exception management systems
- Minimum 3-5 years of experience in Business Analysis or Change/Project Management
- Accounting designation (CA, CMA, CGA) - Strong Finance/Accounting educational background
- Bachelor's degree in business administration or related discipline preferred