



Example of Site Controller Job Description

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Our company is looking to fill the role of site 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 site controller

- Maintenance and conceptual development of the controlling systems SAP and BPC/CPM
- Assures accounting is in accordance with corporate and US GAAP policies
- You support the company with relevant financial and other information and you contribute to a better and more efficient decision-making
- You prepare, deliver and present monthly variance analysis reportings
- Moreover, you take part in finance projects and you respond to ad-hoc requests
- You prepare intra-group cost allocations and KPI reports
- You report directly to the Head of Department Controlling
- Maintains a high level Operational understanding of the value streams within the site and the financial components of the value streams (Volume, overhead cost, labor cost, standards, yields, productivity, .)
- Coordinates and leads the preparation of the annual budget process for site including analysis of the variances
- Manage and forecast project contingency requirements, escalation, Forex, currencies

Qualifications for site controller

- Minimum 5 years' Project Administration and Document Control experience
- Produce oral and written communications which are clear, fluent and concise

- You have organizational talent combined with a high service orientation and the ability to work independently and to communicate effectively
- You approach the finding of solutions in an analytical way
- You ensure and respect confidentiality, you abide by commitments, you are honest with yourself and others and you act in accordance with company standards