



Example of Site Controller Job Description

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Our innovative and growing 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

- Plan and manage the local audit activity (Fiscal, Group and Statutory)
- Provide effective site controlling support to all site management activities
- Alongside the site BSM, manage the annual budgetary process and quarterly SIP/6QRF process, ensuring clarity and accuracy in presentations to Group Management
- Conduct cost benefit analysis of revenue expenses
- Maintain and conduct regular site direct / indirect cost forecast
- Evaluate Impact to financial result (EBITDA) due to changes in management decisions
- Prepare , update and implement Site Delegation of Authority covering all aspect of operations
- By advising the Top Management on how to translate the strategy into measurable long term and yearly objectives
- By following up that the objectives are achieved
- By providing recommendation to the operational management on how to reach their objectives

Qualifications for site controller

- CPA qualification, Masters degree in Accountancy, ACCA, ACMA, and /or MBA
- Knowledge of financial systems of internal controls (SOX, other)

- Master in Accounting, Finance or Business Administration
- Experience in a similar position (preferably in an international and industrial environment)