

Job Title : **Financial Controller**

Employee Name: _____

Department: **Finance**

Employee Signature: _____

Reports to : **Chief Executive Officer**

Approved by:

Director of HR: _____

CEO: _____

JOB SUMMARY

- Senior executive with oversight and responsibility for applying IFRAS accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures.

JOB DUTIES AND RESPONSIBILITIES

- Compile and analyze financial information to prepare financial statements including monthly and annual accounts
- Ensure financial records are maintained in compliance with accepted policies and procedures
- Ensure all financial reporting deadlines are met
- Ensure accurate invoices are sent out and payments are made
- Prepare financial management reports
- Ensure accurate and timely monthly, quarterly and year end close
- Establish and monitor the implementation and maintenance of accounting control procedures
- Resolve accounting and discrepancies and irregularities
- Continuous management and support of budget and forecast activities
- Monitor and support taxation issues
- Develop and maintain financial databases
- Financial audit preparation and coordinate audit process
- Ensure accurate and appropriate recording and analysis of revenues and expenses
- Analyze and advise on business operations including revenues and expenditure trends, financial commitments and future revenues
- Analyze financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations and maintain solutions to business and financial problems
- Preparation of annual operating, staffing, and CapEx budgets
- Preparation of monthly variance analysis
- Approval of journal entries
- Other related duties as assigned.

EDUCATION AND EXPERIENCE

Master or Bachelors Degree in Business or Finance.

Background in hospitals preferred.

Minimum of five years applied hospital executive experience with a proven track record of effective leadership and results.

Chartered Public Accountant

Conceptual, practical and human skills required with knowledge of technical, administrative, and operational skills to achieve position requirements.

Effective skills and abilities in oral and written communication through various media and methods.