**Job Specification Template – Financial Controller**

The following sample Financial Controller job description is designed to support your upcoming recruitment needs. This template can be tailored based on the responsibilities, requirements, and benefits of the role you are sourcing for.

Please refer to the comments for more advice on editing each section of the document.

**Financial Controller**

***Job Location: [City, Country]***

***Job type: [remote, hybrid, on-site]***

***Salary banding [$XXX,XXX - $XXX,XXX]***

**Job overview:**

We are a leading, innovative company offering excellent growth opportunities. We're seeking a talented Financial Controller to oversee financial control activities and drive process improvements across the business.

In this role, you'll develop financial strategies, optimize performance, and ensure regulatory compliance. You'll collaborate with senior management to link financial insights to business strategies and lead continuous improvement within the finance function.

**Key responsibilities:**

**In this role, you will:**

* Ensure timely and accurate preparation, review and submission of monthly and quarterly reporting packages with analysis
* Ensure compliance with accounting standards, leading the annual statutory accounts process and management of annual audit
* Oversee accounting, ensuring the business is compliant with all tax and other financial legislation
* Oversee all balance sheet control and reconciliation, identifying and managing financial risks including credit risk, market risk and operational risks
* Maintain and implement strong financial systems and controls across the business
* Manage the company’s cash flow, forecasting and monitoring cash flow requirements to ensure sufficient liquidity and timely payment of debts
* Support the development of a high performing team

**The skills you’ll bring:**

* CPA (or equivalent)
* X years of experience in public accounting and [industry]
* Proficiency in accounting, financial analysis, controls, and processes
* Strong understanding of IFRS/USA GAAP/ASPE/other applicable accounting standards and financial reporting
* Experience with financial forecasting and planning
* Strong analytical skills with ability to interpret complex financial data and provide actionable insights

**What sets our company apart:**

Our company is dedicated to providing a diverse and inclusive work environment where every team member can thrive. We offer a comprehensive benefits package designed to support your overall well-being and professional growth, including:

* Opportunity to earn up to X% annual bonus
* Car allowance ($X annually)
* Competitive Pension Scheme = we’ll match your contributions up to X%
* Flexible working hours
* Life Assurance (X times salary)
* X days' holiday + bank holidays
* Flexible benefits scheme, with perks to choose from (including retail discounts, season ticket loans, Cycle to Work Scheme).

We are committed to creating a collaborative, dynamic working environment with significant career development opportunities.