

**Job Description**

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| Job Title  | **Financial Controller** |
| Department/Institute | **Finance Department** |
| Reporting to | **Deputy Principal - Administration** |

**DUTIES AND RESPONSIBILITIES:**

1. The responsibilities of the Financial Controller are included under Article 108 of the Education Act. In practice, these would be translated as a set of core activities that include:
* Providing a strong financial control culture within the organisation;
* Providing timely, relevant and accurate management information, including monthly, quarterly and annual reports or *ad hoc* as necessary;
* Support month end and year end close process;
* Supervise all accounting operations including Billing, Receivables, Payables, Cost accounting, Revenue;
* Maintaining and enhancing internal financial control, systems policies and procedures;
* Monitoring and controlling key performance indicators/cost centres;
* Dealing with outside specialists including IT, auditing, banking, insurance, legal and relevant Government entities;
* Producing monthly management accounts, including profit and loss statements, statements of changes in financial/cash position, cash flow projections, aged receivables listing and aged payables listing on a timely basis (i.e. within 10 days of the end of the month).
1. Proactive analysis of the monthly financial statements for the College, including: analysis of key financial performance indicators and trends, including financial ratios by cost centre; comparisons establishing financial benchmarks of acceptable performance; comparison of actual results to budget/benchmarks with corrective action required by the Controller and/or the Management.
2. Manage and/or perform all activities related to financial accounting such as: invoicing, refunds, purchasing, payroll, collection of accounts receivable; management and payment of suppliers; management and payment of contracts; assistance in the ongoing monitoring and management of relationships with banks and relevant Government agencies and departments; management of short and long term debts; performing bank and other key reconciliations; supervising general banking duties; preparation of annual budgets, and preparation of cash flow forecasts.
3. Establish, implement and monitor financial controls, which would include approvals and authorizations and a review of all financial processes and financial systems in conjunction with the Principal and CEO, MCAST administration, subsidiary company/ies, and Institute Directors. This would include documenting the Company’s financial processes and systems in a Financial Controls Operation Manual.
4. Assist with Special Projects such as in the preparation of the financial aspects of new projects and investments. This would include preparing a business case that would assess the impact on existing operations, resources required and risks, rewards and financing strategies for each project.
5. Prepare the annual Financial statements for MCAST as required by law, including supporting explanatory notes and analysis for external auditors.
6. Provide leadership to all of the staff at the Finance Office.
7. Provide leadership and guidance to general administrative and Institute management staff on the management and control of supply expense budgets, providing general financial guidance for compliance with policies and procedures.

The list is not exhaustive and Management may change or add tasks if and when required and according to the exigencies of MCAST and its subsidiaries.