



FALKLAND ISLANDS DEVELOPMENT CORPORATION

JOB DESCRIPTION

Job Title:	Financial Controller: Part-time	Reporting to:	Managing Director
Salary Scale:	F5	Reports on:	Financial Accountant

Main Accountabilities:

Weekly duties:

- Review supporting evidence and approve purchase orders over £1,000
- Provide professional support as required re any queries re budget/expenditure from the in-house finance team.
- Line Management of Corporation's Financial Accountant.

Monthly duties:

- Review management accounts to check for errors or omissions/variances in the budget.
- Checks payroll for errors or omissions and ensure compliance with relevant legislation.
- Review control accounts as and when required, as well as counter sign monthly journals.
- Attend Team and Senior Management Team meetings to update and discuss any matters that may have financial implications to FIDC.

Annual duties:

- Review all year end working documents as prepared by the in-house finance team before submission for external audit.
- Assist in preparation of necessary budget materials for Falkland Islands Government budget cycle, and attend Budget Select Meeting to assist in presenting budget to elected members.

The Financial Controller will have full access to any information held by the FIDC and will have the right to attend (and speak at) Board meetings (but not to vote). The Financial Controller is expected to attend all FIDC Board meetings to provide finance updates and present monthly management accounts, and any other information that the FIDC Board may request.

Knowledge/Skills/Experience/Qualifications required for the job:

Qualifications

Essential Criteria:

- CCAB or CIMA qualified with at least 3 years post-qualified experience.
- Degree or equivalent.

Desirable Criteria

- Other qualifications in project management and financial software

Skills and experience

Essential Criteria:

- At least 3 years' accountancy experience in the public sector or at a corporate management level.
- Management and/or staff supervisory experience of at least 2 years.
- Experience of preparing and monitoring budgets above £500,000.
- competent in the use of Microsoft Office and accounting packages.
- Experience producing financial management information for a variety of audiences.
- Excellent oral and written communication skills.
- Experience of cash flow and investment treasury management.
- Experience of preparation of statutory accounts under generally accepted accounting principles.
- Systems administration experience.

Desirable Criteria:

- Experience of working in both the public and private sector.
- Experience in managing loan portfolios.
- Project management experience.
- Experience of business plan validation or providing advice on cash flow forecasting.
- Experience of project accounting.
- Experience of making corporate presentations

Attitude and aptitudes

- Political sensitivity and awareness.
- The ability to work under pressure for lengthy periods with additional effort.
- Acceptance of responsibility.
- Proven track record of carrying out tasks to completion.
- Consistently applies good judgement.
- Tactful understanding of other people's problems.
- Dedication to public service.
- Team worker.