

**FALKLAND ISLANDS DEVELOPMENT CORPORATION
and
FALKLAND ISLANDS MEAT COMPANY**

JOB DESCRIPTION

Job Title:	Financial Controller	Reporting to:	Managing Director FIDC/General Manager FIMCO
Salary Scale:	Commencing from £64,031 per annum.	Reports on:	FIDC Financial Accountant & FIMCO Bookkeeper

Job Purpose:

This is a fulltime role to undertake and ensure the efficient and effective operation of the accounting functions of the Falkland Islands Development Corporation (FIDC) and the Falkland Islands Meat Company (FIMCO).

Job Facts and Figures:

FALKLAND ISLANDS DEVELOPMENT CORPORATION (FIDC)

- FIDC Operating Budget = £650,000 plus additional loan funding
- FIDC Fixed Asset NBV as of 30 June 2025 = £2+ million
- Loan Portfolio Value = £3.7+ million
- Direct Line Management = 1

FALKLAND ISLANDS MEAT COMPANY (FIMCO)

- FIMCO Operating Budget = £475,000
- Direct Line Management = 1

Main Accountabilities:

1. Prepare the year-end financial statements for FIDC and FIMCO as required by relevant Ordinances and Articles.
2. Manage the finance functions for FIDC and FIMCO, ensuring raising of invoices and processing of creditor payments in accordance with agreed policies and procedures.
3. Produce financial information (i.e., P&L, monthly accounts, cash flow, balance sheet, financial controller narrative statement) for management and the Board for both organisations along with subvention requests to FIG.
4. Provide key staff and stakeholders with financial monitoring information loans, projects or grant schemes in a timely manner as well as technical input into Board papers and applications as required.
5. Act as key liaison with external audit to ensure cost effective preparation and audit of annual financial statements.
6. Supervise the exchequer function of the organisations ensuring all creditor payments made are in line with budgets and receipts are correctly treated, and comply with policies and procedures.
7. Ensure that appropriate financial systems, including the ledger and Fixed Asset Register, along with policies, procedures and governance frameworks are in place and are reviewed

and updated as appropriate.

8. Attendance in person to all board meetings (quarterly for FIMCO, bi-monthly for FIDC), plus any additional Credit Committee or extra ordinary meetings.
 - The Financial Controller will have full access to any information held by FIDC and FIMCO. The Financial Controller is expected to provide finance updates and present monthly management accounts, and any other information requested during board meeting.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIDC/FIMCO commensurate with your role and grade.

Additional Information:

As Financial Controller you are required to have a high degree of understanding of different financial environments.

Weekly duties:

- Review supporting evidence and approve purchase orders over £1,000.00
- Provide professional support as required re any queries re budget/expenditure from the in-house finance team.
- Tracking budgets, and comparing the actual spend of work activities with the planned budget and highlighting any variances.
- Line Management of 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.
- Reconcile all control accounts and balance sheets, and investigate any reconciling items and correct where needed
- Counter sign monthly journals.
- Attend Team and Senior Management Team meetings to update and discuss any matters that may have financial implications.

Quarterly duties:

- Prepare FIMCO account information for Falkland Islands Government (FIG) Standing Finance Committee (SFC) submission in line with requirements.

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 FIG budget cycle, and attend Budget Select Meeting to assist in presenting budget to elected members.

The job is based at FIDC, located at Shackleton House, Stanley, and FIMCO at the Sand Bay abattoir. The role anticipates spending up to three (3) working days at FIDC, and two (2) working days at FIMCO. You can adjust time at those working locations as may reasonably be required by FIDC/FIMCO.

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

Qualifications

Essential Criteria:

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

Skills and experience

Essential Criteria:

- Management and/or staff supervisory experience of at least 2 years.
- Experience of preparing and monitoring budgets.
- Highly competent in the use of Microsoft Outlook, Word, and Excel and accounting packages.
- Experience producing financial management information for a variety of audiences.
- Good oral and written communication skills.
- Experience of cash flow and treasury management

Desirable Criteria:

- Experience of preparation of statutory accounts under generally accepted accounting principles.
- Systems administration experience.
- Experience managing loan portfolios.
- Project management experience.
- Experience of business plan validation or providing advice on cash flow forecasting.
- Experience of using Sage Line 50.
- Experience of project accounting.

Skills and personal attributes

Essential Criteria:

- 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.

Desirable Criteria:

- Tactful understanding of other people's problems.
- Experience in public service.