



## POSITION DESCRIPTION

<b>Job Title</b>	<b>Financial Controller</b>
<b>Reports to</b>	<b>Chief Executive Officer</b>
<b>Direct Reports</b>	<b>Store</b>
<b>Date</b>	<b>October 2020</b>

### Job Purpose

To provide effective and efficient leadership to the finance and corporate administration functions of QRS, in order to provide high level support and analysis for business managers to achieve their business goals.

To lead system innovation and process improvement and provide executive level analysis and advice to the CE, Board and Stakeholders

This position description, reporting structure and duties and responsibilities may be altered by the Company from time to time after consultation with you where the changes are deemed substantial.

Area of Focus	Expected Outcomes
Finance Strategy and Planning	<ul style="list-style-type: none"> <li>Lead the development of financial accounting, funding, taxation and financial reporting strategies and policies, consistent with the business strategies and objectives of QRS.</li> <li>Financial strategies to support business strategies and company objectives.</li> <li>Business planning, risk management and budget processes</li> <li>Financial analysis</li> <li>Financial support, assumptions and analysis needed to facilitate QRS planning, with particular focus on the business planning, risk and budget are provided efficiently</li> <li>Provide robust financial forecasts, due diligence and scenario analysis to support strategic planning, new business opportunities, business case development and asset management requirements to support the Chief Executive and Senior Management Team in decision making</li> <li>Finance function operates within budget expectations.</li> <li>The business plan and budgets as relates to the Finance function are completed</li> <li>Policies are understood and supported by Board and Management.</li> </ul>

<p>Financial Management and Accounting</p>	<ul style="list-style-type: none"> <li>• Effectively and efficiently oversee all aspects of financial management for QRS, including account ledgers, AP, AR, debt management reporting, cashflow, banking, tax obligations, analysis, internal controls, policies/procedures and risk mitigation in accordance with all relevant legislation and compliance</li> <li>• Continually look for innovative and best practice ways to improve these results.</li> <li>• CE and Board have a good and current understanding of the company's overall financial position.</li> <li>• Controls are fit for purpose, best practice and supported by those who they affect</li> <li>• Reporting and service delivery of area of accountability meets all stakeholder needs.</li> <li>• Auditor's customers and suppliers do not raise major concerns or penalties</li> <li>• All legal and compliance obligations met for all financial practices</li> <li>• Specialist advice taken prudently in cost effective manner.</li> <li>• SOI has relevant and timely financial information.</li> </ul>
<p>Management Reporting</p>	<ul style="list-style-type: none"> <li>• Manage the budget process and reporting requirements (routine and adhoc) effectively to support key stakeholders</li> <li>• Budgets and reports are relevant, consistent and user friendly.</li> <li>• Reports meet stakeholder needs.</li> <li>• Job and resource information tracked and outcomes relevant and understood.</li> <li>• Information meets users' needs</li> <li>• General Ledger accurate</li> <li>• Work management system fit for purpose</li> </ul>
<p>Administration and Communication</p>	<ul style="list-style-type: none"> <li>• Lead and develop the administration process and systems to support the operation, growth and risk management of the business.</li> <li>• Ensure the minutes for the Board and Management team meetings are prepared and distributed</li> </ul> <p>Stakeholders agree:</p> <ul style="list-style-type: none"> <li>• Administration is fit for purpose</li> <li>• Agenda and minutes are appropriate to needs and delivered five working days prior to meeting.</li> </ul>

Staff and Stakeholders	<ul style="list-style-type: none"> <li>• Provide effective resource management, leadership and direction to all direct reports</li> <li>• Engage and manage relationships effectively with users, SLT, management, shareholder representatives, Council, professional service providers, suppliers and customers.</li> <li>• Staff feedback is that they are being effectively managed</li> <li>• Staff and stakeholders are satisfied that communications and direction on financial matters is relevant, timely and effective.</li> <li>• Resources and staff (and contractors) managed effectively to achieve agreed service levels and scope of work requirements in a cost-effective manner.</li> <li>• Recognised as an active contributor to the effectiveness of the Management team.</li> </ul>
General Management	<ul style="list-style-type: none"> <li>• Manage all risk elements relating to the accountabilities held by this role through the use of agreed QRS business risk management processes, Compliance, Health and Safety and Quality systems</li> <li>• Develop appropriate KPIs for this role and ensure the achievement of agreed KPIs.</li> <li>• Manage to agreed risk mitigations plans.</li> <li>• Relevant KPIs set and achieved</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>• Ensure H&amp;S systems are in place and followed to manage the safety of all employees and contractors, in accordance with H&amp;S compliance legislation and internal H&amp;S protocol.</li> <li>• Promote H&amp;S best practice, provide support and give advice within area of accountability, in accordance with H&amp;S compliance legislation and internal protocol.</li> </ul>
Quality Assurance	<ul style="list-style-type: none"> <li>• A formal, structured approach to the planning and execution of all projects</li> <li>• A formal, structured approach to risk assessment in the planning of works</li> <li>• Effective and accurate reporting, investigation and management of non-conformances</li> <li>• An organised approach to the management of contract files</li> </ul>
Training	<ul style="list-style-type: none"> <li>• Comply with the training requirements set out in the Company's Compliance Management System and in particular:</li> <li>• Adequate resources and time invested in training;</li> <li>• Training Needs Analysis' performed for all staff in your division</li> <li>• 90% of 'Annual Training &amp; Development Plan' implemented for all staff in your division</li> <li>• Ensure 100% adherence to risk and task based training and supervision, as per procedure</li> </ul>

Professionalism, Teamwork and Commitment	<ul style="list-style-type: none"> <li>• To deliver a customer centred approach in all aspects of the role ensuring the needs of individual customers are fully met.</li> <li>• To contribute to the overall development of the section and aim to provide a high quality service.</li> <li>• To take responsibility for projects as allocated by the Chief Executive Officer.</li> <li>• To be a proactive role model at QRS by consistently demonstrating that QRS' values and behavioural styles are embedded within this position.</li> <li>• To maintain confidentiality at all times in connection with work carried out.</li> <li>• To carry out any other duties appropriate to this position; as necessary or as requested.</li> <li>• To undertake appropriate training relevant to the position.</li> </ul>
Other Duties	<ul style="list-style-type: none"> <li>• Other duties are performed as required in accordance with operational requirements</li> <li>• Reporting requirements are consistently met</li> <li>• Flexibility and willingness to perform a variety of tasks is demonstrated</li> <li>• Adherence with standards and procedures is maintained at all times</li> </ul>

**PERSON SPECIFICATION**

**POSITION:** Financial Controller

Selection Criteria		Essential/Desirable E/D	Means of Assessment
<b>QUALIFICATIONS:</b>			
1.	A tertiary qualification in Finance / Accounting or similar	E	A/C
2.	Chartered Accountant qualification	D	A/C
<b>EXPERIENCE:</b>			
1.	7 years proven experience in a similar role	E	A/I
2.	Experience in broadly based Finance Manager or Chief Financial Officer role	E	A/I
3.	Experience of budget preparation and management of budgets	E	A/I
4.	Proven experience working closely with Chief Executive and Board	E	A/I
5.	Experience in a strategic financial role in a commercial environment demonstrating strong	E	A/I

	business acumen		
6.	Experience developing and enhancing business performance and reporting systems	E	A/I
7.	Understanding of and ability to use relevant financial software packages and a high level of computer skills, especially Excel spread-sheeting	E	A/I
<b>SKILLS/COMPETENCIES</b>			
1.	Leadership - The art of enabling people to be their best, and contribute their best, to the purposes of the organization	E	I
2.	Analysis and Problem Solving - Is able to analyse a range of information and arrive at solutions and/or recommendations fitting to the particular situation.	E	A/I/P
3.	Communication - Ability to use clear, concise and appropriate language, both verbal and written, and to effectively listen to and consider other people's point of view.	E	I
4.	Customer Service Focus - Proactively developing customer relationships by making efforts to listen to and understand them, anticipating and providing solutions to their needs, giving high priority to client satisfaction.	E	A/I
5.	Initiative - Making active attempts to influence events to achieve goals, self starting and proactive.	E	A/I
6.	Planning & Organising/Work Management - Establishing a course of action for self and/or others to accomplish a specific goal, planning proper assignments or personnel and appropriate allocation of resources.	E	A/I
7.	Attention to Detail/Quality Focus - Accomplishing tasks, accurately checking processes and results, maintaining watchfulness.	E	A/I/S
8.	Personal Effectiveness - Demonstrates an overall personal effectiveness in work attitude, style, orientation and approach. Other people can count on you to deliver. Integrity is a key virtue.	E	A/I/P
9.	Teamwork - Demonstrates the ability to be a team player; effectively participating in and contributing to different teams.	E	I
10.	A commitment to provide and improve service delivery to the customer	E	I
<b>OTHER REQUIREMENTS</b>			
1.	Ability to be flexible in approach to hours worked to attend networking, training events and meetings etc.	E	I
2.	Willing to take responsibility for own training and self-development	E	I

<b>Means of Assessment</b>	
<b>A</b> <b>Application Form or CV</b>	<b>I</b> <b>Interview</b>
<b>P</b> <b>Presentation</b>	<b>W</b> <b>Written Exercise</b>

<b>S</b> <b>Skills Test</b>	<b>C</b> <b>Production of Certificates</b>
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