

Job Title: Controller

Reports To: Managing Director, Group CFO

Direct Reports: Finance Team

Location: Phoenix, Arizona

Job Description: The Controller is responsible for managing the financial operations of the company, ensuring accurate financial reporting, effective budgeting, and compliance with regulatory requirements. This role involves close collaboration with the Managing Director and senior management to enhance the financial performance and strategic direction of the company.

Key Responsibilities:

- **Financial Reporting:**
 - Oversee the preparation of monthly, quarterly, and annual financial statements.
 - Ensure compliance with accounting standards and regulatory requirements.
 - Present financial reports to senior management and stakeholders.
- **Budgeting and Forecasting:**
 - Lead the annual budgeting process and develop detailed financial forecasts.
 - Monitor and analyze financial performance against budgets and forecasts.
 - Provide insights and recommendations for cost control and revenue enhancement.
- **Cash Flow Management:**
 - Manage cash flow to ensure the company has adequate liquidity to meet its obligations.
 - Oversee the management of working capital, including accounts receivable and payable.
 - Develop and maintain relationships with banks and financial institutions.
- **Team Management:**
 - Lead and develop the finance team to ensure high performance and continuous improvement.
 - Foster a collaborative and supportive team environment.
 - Provide training and development opportunities for team members.
- **Compliance and Risk Management:**
 - Ensure compliance with tax regulations and other statutory requirements.
 - Implement and maintain internal controls to safeguard the company's assets.
 - Identify and mitigate financial risks.

Job Criteria:

- **Qualifications:**
 - Bachelor's degree in Finance, Accounting, or a related field.
 - Professional accounting qualification (e.g., CPA, CMA) is preferred.
- **Experience:**
 - Proven experience as a Controller or in a similar financial management role.
 - Strong knowledge of financial management, accounting principles, and regulatory requirements.
 - Experience in managing a finance team and collaborating with senior management.
- **Skills:**
 - Excellent analytical and problem-solving skills.
 - Strong leadership and team management abilities.
 - Effective communication and presentation skills.
 - Proficiency in financial software and Microsoft Office Suite.

Additional Information: This job description is not restrictive and can be adapted to new evolutions or strategic and organizational changes within the company.