

Role Profile

Job Title: Financial Controller, Canada
Department: Finance
Reports To: CFO
Job Location: Monaghan, Ireland
Ref: Ref-275, V1 – 01 Sep 23 #IJ

Responsible for:

Accounts Payable (AP), Accounts Receivable (AR), Reception

Job summary:

Reporting to and working with the CFO, this is a key role within the finance department with the main objective being to provide timely financial information for the Canada division to satisfy the increasing demands from finance providers and other stakeholders. The Financial Controller will be flexible and will work within the team to support all areas.

Main Duties:

- Oversee the AP & AR function to ensure the departments financial obligations are met in a timely manner
- Ownership and detailed review of weekly management accounts and operational KPI
- Manage the preparation of monthly financial statements and reports for senior management, highlighting key issues that need addressing
- Assist the senior management team in addressing key issues and delivery of yearly budget
- Reconciliation of monthly financial and management accounts
- Working capital and treasury management
- Support the sales department with customer volume and pricing tenders
- Assist the NPD department with product costings on prospective new ranges
- Assist the Procurement department with vendor contracts and pricing/volume agreements
- Monthly VAT (HST) and corporation tax filing
- Other periodic government filing requirements
- Ownership of the budget preparation and forecasting process
- Assist in due diligence process, including financial modelling
- Preparation of provincial and federal grant applications where available
- Insurance renewal and claim preparation
- Liaising with the relevant leasing companies
- Liaise with Group Tax & Compliance Manager on any tax issues
- Management of the yearly financial audit
- Stay updated on prospective and agreed changes to state law that will impact business decision making
- Administration and upkeep of users and authorization on the ERP system
- Other sporadic work requested by the management team in Canada and head office in Ireland

This is not an exhaustive list and is subject to change and amendment

Competencies to perform the role:

- Competent in the use of technology with excellent IT skills, Excel and Word are essential
- Ability to display high levels of numeracy and literacy ability
- An ability to gather, analyse and present financial information in a user-friendly manner
- Organisational skills having the ability to manage conflicting priorities
- Able to work under pressure, on own initiative and constantly seek to improve
- Good communication skills to interact with other departments
- Be self-motivated with the ability to lead, manage and develop the team to ensure the most efficient delivery of service
- Comfortable presenting and reporting to senior management
- You will proactively strive to enhance existing processes to add value and will adapt quickly and positively to change

Experience and Qualifications:

- Qualified accountant (ACA, ACCA, CPA, CIMA) with at least 5 years PQE
- Advanced knowledge of MS Office and ERP systems (preferably SAGE 300)
- Excellent financial acumen and commercial awareness

Other Significant Role Requirements

- Flexibility as the role will be varied
- Motivation to develop and maintain internal and external relationships
- Willing to train quickly and under pressure
- Good Attention to detail
- Strong initiative
- Ability to manage their own time and prioritise appropriately
- A desire to develop and learn
- Ability to analyse situations and problem solve as required

Performing the role in line with the Monaghan Cultural Values:

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people.
2. Forward Thinking: We think ahead and we think for the long term.
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way.
4. Inspiring: We seek out new ways to excite and inspire each other.
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact

Employee Signature _____ **Date** _____