

CONTROLLER

FINANCE

BUSINESS CONTROLLING

ROLE TITLE	CONTROLLER
Job Purpose	To support the business executive and/or the area actively by financial business planning, - analysis and –controlling. Ensures that sales and financial processes are correctly handled in terms of trusteeship and compliance to internal and external guidelines.
Key Accountabilities	<ul style="list-style-type: none">• Monitoring Expenses. Maintains controlling tools to monitor expenses. Processes orders of buying, service, rental and leasing deals• Forecast and Actual Data Analysis. Prepares financial forecasts and plan/actual analyses for a business/project/product (-group) and prepares them for decision-making• Financial Procedures and Processes. Uses and/or prepares financial processes to support the business. Ensures the compliance of procedures and processes within the organization• Operational Risks and Added Value Management. Planning and controlling of external added-value levels and operational risks• Business Planning. Agrees business objectives; prepares and/or provides benchmarks for business/function. Draws up a business plan for the respective business/function/ product• Decision Making Support. Provides relevant commercial information to the persons responsible for a business• Problem Solving. Analyzes business problems and recommends corresponding solutions• Sales Support. Acts to the customer as contact person for commercial issues. Prepares requests for bids and offers.• Annual Financial Statements. Prepares annual financial statements according to internal guidelines
Key Performance Indicators	<ul style="list-style-type: none">• Compliance to commercial/fiscal policy• Identification and effective control of financial risks• Profitability of specific project• Improvement potential of the entity• Ensures the adherence of project plans
Required Education and Experience	<ul style="list-style-type: none">• Specialist university degree or equivalent education• Several years relevant Professional experience
Core Skills	<p>Behavioural Competencies</p> <ul style="list-style-type: none">• Emotional Resilience• Analytical Thinking• Financial Focus <p>Professional Competencies</p> <ul style="list-style-type: none">• Managing Financial Performance• Contract Management• Financial Management of Projects and Services• Financial Regulations Company Law and Statutory Requirements• Risk Awareness and Related Management