



## Financial Controller

Responsible for controlling the association's activities, reporting the financial condition and accounts to all relevant stakeholders. Reports to the Chief Executive Officer (CEO), with a dotted line to the Chief Administrative Officer.

Scope of activities:

### Accounting

- Manage all association accounts and investments
- Ensure that all financial transactions are properly recorded, filed, and reported
- Act as the primary support person for monthly, quarterly and year-end financial activities
- Suggest updates and improvements for accounting systems, including payroll and invoicing

### Controlling, reporting and systems

- Establish and implement financial reporting systems to comply with government regulations and legislation
- Perform monthly and quarterly reviews and analyses of accounts against budget and plans
- Prepare quarterly forecasts for operations budgets and monthly forecasts for project budgets
- Prepare management accounts
- Prepare regular income statement and cash flow forecasts
- Challenge and support line, project and event managers with regards to their respective budget management
- Review all financial plans and budgets regularly to look for cost reduction opportunities

- Examine all financial reports and data closely to check for discrepancies
- Create systems to prevent errors in data collection and calculations
- Assist the CEO/CAO in presenting reports to senior executives, stakeholders, and board members.

#### Cash management

- Manage cash flow by tracking transactions and regularly reviewing internal reports
- Prepare regular reconciliation statements of the association's cash position

#### Budgeting

- Prepare guidelines for the preparation of the annual calendarised budget
- Responsible for collecting and evaluating, annual project and overhead budgets
- Prepare budget documentation for management and Board of Governors approval

#### Financial Controller Skills and Qualifications

- Bachelor's degree or master's degree in accounting, business, economics, finance, or a related field;
- Specific credentials and experience in accounting;
- Solid command of English;
- Native or native-equivalent command of French and/or Flemish/Dutch;
- More than 5 years of experience in a business or finance environment;
- Honesty; integrity; reliability;
- Excellent written and verbal communication skills;
- Close attention to detail;
- Strong organisational skills;
- Strong analytical skills;

- Strong computer skills;
- Understanding of European data privacy standards.

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