



JOB DESCRIPTION

Job title	Financial Controller		
Grade		Salary	TBC
Department		Location	Stornoway
Reporting to	Chief Executive		
Responsible for	Finance staff		

Purpose and objectives of the role

The principle responsibilities of the Financial Controller are to ensure efficient and effective control of the Port's financial and accounting operations.

This is a key role within the Port Authority's Senior Leadership Team, guiding the decision making process within the business. The Port Authority is going through a period of change, and a number of major development opportunities have been identified, thus presenting unique challenges over the coming years. The Port Authority is looking for a motivated and imaginative individual who will thrive on the challenge in developing with the business.

Main duties and responsibilities

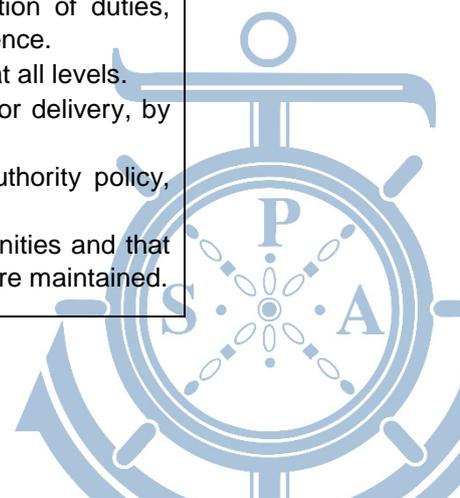
The main duties and responsibilities of the Finance Controller are varied but primarily are as follows:-

Financial Management

- managing the financial strategy for the port, including cashflow, monthly & annual accounts, internal & external audit, tax, investments, debt, and other financial needs as necessary.
- management of the day to day financial operations within the port, including payroll, sales invoicing, purchase ledger, etc.
- management of effective financial performance in difficult and challenging circumstances encouraging others to do the same.
- review, revise and implement appropriate financial procedures in compliance with all relevant legislation.
- working in collaboration with the Senior Leadership Team to effectuate the Port Authority's goals.
- the ability to make sound decisions with calm authority.
- deputising for the Chief Executive on occasion as instructed.

People Management

- leadership and management of financial personnel, including allocation of duties, competency training and development, annual leave and sickness absence.
- adoption of clear processes and standards for managing performance at all levels.
- act as a role model, leading by example and setting high standards for delivery, by injecting enthusiasm and energy to achieve results.
- conduct effective performance appraisal reviews in line with Port Authority policy, agreeing annual objectives and targets for individuals as required.
- ensure delivery of effective training and ongoing development opportunities and that appropriate employee training records and associated documentation are maintained.





The above list is not exhaustive. The Port Authority may amend your duties from time to time and, in addition to your normal duties, you may from time to time be required to undertake additional or other duties as necessary to meet the needs of the Port Authority.

Qualifications

- A Professional Accounting qualification is desired, but not essential.
- Full UK Driving Licence

Skills, knowledge and experience

- Several years of experience in a finance management role, with a comprehensive understanding of accounting standards and practical application
- Deep understanding of business principles and practices, including knowledge of IT systems
- Proven leadership and people management skills with practical knowledge of employment law.
- Experienced in the delivery of customer focused operations and quality standards.
- Creation of financial and administration policies, procedures, plans and service provision to meet the needs of the Port Authority based on up to date knowledge of needs, issues and best practice.
- Strong organisational skills and collaborative management style.
- Well-developed written and verbal communication skills with proficiency in report writing.
- Excellent IT skills with an up to date working knowledge of Microsoft Office, and an advanced knowledge of Excel

Risk Controls/Compliance

- Statutory legislation in respect of Financial reporting

