

CAN Financial Controller Tasks

Financial Control

- Review of sales invoices and other revenue
 - Ensure timely debt collection
- Review payments: suppliers, expense claims and credit card expenditure
 - Obtain approvals from budget/project manager (STR,Conference, Bike Expo and CANDO)
 - Pay by due date
- Cashflow forecasting:
 - Ensure adequate working capital to meet immediate commitments
 - Oversight of overall liquidity i.e. don't run out of cash
- Maintenance of bank accounts/credit cards: authorised signatories
- Preparation and coordination of annual budget, upload to Xero (not done in 2018)

Management Reporting

- Preparation of monthly Performance Report
 - Profit and Loss by Business Unit versus budget
 - Balance sheet
 - High level analysis

Accounting and compliance

- Monthly bank reconciliation
 - Including reconciliation of membership subscription and donation receipts with CiviCRM (currently performed by admin assistant)
 - Preparation of monthly payment batches
- Preparation of GST return (2 monthly)
 - Maintain supporting source documents
- Payroll
 - Maintenance of payroll, holiday records
 - Payslips
 - File monthly EDS/EMS returns
- Maintain XERO
 - user access
 - chart of accounts
- Maintain officer details

Year End Statutory Reporting

- Reconciliation of balance sheet, payroll and other accruals , prepayments, fixed assets
- Preparation of Financial Performance Report and Statement of Service Performance in accordance with Charities Act requirements (Tier 3) and relevant accounting standard (Not For Profit, Public Benefit Entity, Accrual Simple Format)
- Preparation of audit file
- Wash up of affiliates levies and subscriptions
- File annual charities return

Other

Liaise with STR accountants (Inspired)

Work with admin assistant, project/budget managers (Patrick, STR, Expo, Conference)

Liaise with auditors