



**POSITION: Financial Controller**

**DATE: Feb 2020**

**REPORTS TO: President / CEO**

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## **FUNDAMENTAL OBJECTIVE**

Contribute to the overall success of the organization by effectively managing all financial components of the company and contribute to the development of strategies and action plans to improve business performance and profitability.

## **GENERAL ACCOUNTABILITY**

The incumbent reports to the President/CEO is accountable for the accounting operations of the company, to include the production of financial reports, cash management, risk management, maintenance of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with GAAP.

## **NATURE AND SCOPE**

The incumbent relies on strong finance and operations knowledge, acute business acumen and reliable judgment to make sound decisions and plan and accomplish goals.

The Controller is a member of the Leadership Team and leads the Accounting and Administration team members. He/she interacts effectively with all Sparta team members and collaborate successfully to carry out Controller responsibilities.

## **KEY SPECIFIC ACCOUNTABILITIES**

- Leadership, management and accountability for Accounting, Administration, HR and IT Departments and resources.
- Accounting and Administration processes, procedures, policies and internal controls defined, documented and followed by all.
- Preparation, review and presentation of corporate weekly, monthly and annual financial statements, budgets, forecasts, and performance reporting.
- Cash flow management including AP, AR, Payroll, disbursements and bank reconciliations.
- Financial planning and programs including short- and long-term credit/loans, government programs, taxation, insurance, employee pension and benefits.
- Active participation in the development of strategies and action plans in order to improve business performance, company profitability and financial risk avoidance

## Values

- Promote and live Sparta's Core Values of:
  - 1. Strive for Excellence:** To execute as a team at a higher level. Demonstrate a high degree of loyalty to the company
  - 2. Accountability:** To understand, own and deliver successfully on your responsibilities.
  - 3. Attitude:** To demonstrate the willingness to grow, challenge and help others.
  - 4. Honesty:** To increase our speed of trust.

## COMPETENCIES

- Achieving Business Objectives - Demonstrating the effort, willingness and ambition to achieve results and reach business objectives. Recognizing opportunities, generating results and accepting accountability for the finance function of the company
- Showing responsibility and perseverance at work, a total commitment to offer the highest quality work and ensure attention to detail
- Having a positive impact on others, creating a good impression in order to negotiate or convince others of ideas. Accepting a realistic compromise and creating a win-win situation
- Transferring one's own knowledge using formal and informal means including ensuring processes and systems are in place to co-ordinate and manage information and knowledge making it easy for others to access information
- Proactive goal setting and the structuring of plans, actions and identification of appropriate resources (people and materials) required to achieve objectives
- Making timely decisions based on incomplete information and initiating appropriate responses and actions taking into account associated advantages and disadvantages and the alternative options
- Offering innovative and original ideas that do not stem from existing processes and identifying less evident models or original combinations
- Integrating - Integrating and linking data into coherent information, identifying relationships between pieces of information, generating alternatives and logical and sound conclusions
- Analyzing - Assessing information using a focused analysis and evaluation, gaining insight into cause and effect relations whilst using a critical and rational manner and differentiating the essential from the non-essential
- Commitment to one's own development and continuously learning new skills and knowledge

## QUALIFICATIONS

- Degree in commerce or accounting and/or 5 years' experience in a broad financial role
- A solid commercial understanding
- Ability to analyze financial results and recommend and implement necessary actions to maximize the business returns and enhance operation performance
- Experience with ERP systems
- Experience working in support of operation management team
- Experience leading teams

If you would like to apply for this position, please send Resume to [HR@spartaway.com](mailto:HR@spartaway.com)