



Title: Financial Controller (Associate Director) - USA

Location: San Francisco

Reporting to: CFO

Primary role focus:

The Financial Controller will have responsibility for the fund and corporate accounting for the US business.

Role Responsibilities:

- Manage all accounting and financial reporting for the US funds
- Ensure accurate and timely monthly, quarterly and year end close
- Manage treasury and banking relationships including cash flow forecasting and modelling.
- Responsible for the preparation and filing of tax returns, investor tax statements and corporate filings
- Manage the disbursement of client's investment and trust income, reconciling of client's investment accounts and managing fund transfers.
- Lead contact for external auditors and manage the preparation for annual audit
- Assist CFO and Regional Executive Director with financial analysis and special projects.
- Evaluate, improve and streamline new processes.
- Manage junior employees and support them to be successful in their roles

Skills and Experience:

- Must have good Microsoft Office skills including Outlook, Word, Excel
- Excellent time management and organisational skills
- Excellent written and verbal communication skills
- An ability to work independently and prioritise effectively

Qualifications and Knowledge:

- Undergraduate and or postgraduate degree in Accounting/Business or Finance
- CPA License
- + 5 years experience in a senior accounting role within a related area of financial services
- Exposure to IFRS is desirable
- Excellent communication and stakeholder management skills
- Broad exposure to private investments and comingled funds.

Leadership skills required:

- The ability to manage, coach and guide junior staff effectively and positively
- Multi-task focus, with a capability to manage, delegate and ensure the completion of a number of competing tasks and objectives by a team
- The ability to give and receive constructive feedback in a respectful and effective manner
- The experience and capability to manage the performance of your team to a high level

- Align organisational vision, values and strategy with team goals, actions and performance management systems
- Identify and initiate opportunities for growth, change and innovation
- Embrace diversity and build a collaborative and positive team culture
- Adapt your leadership style to situation and context
- Understand ethics and integrity and better balance personal and business needs
- Manage your own energy, time and stress levels. Be present, show empathy, connect with values and respond effectively in 1:1 and small group interactions
- Communicate with presence, impact and influence to increase trust and engage stakeholders
- Motivate and engage others to lead through change effectively

Personal qualities:

- A positive, can do attitude
- Punctual, professional and outgoing personality that likes to assist people.
- A keen attention to detail
- An ability to work independently and take ownership of role
- Ability to build strong relationships and work within a team environment
- Ability to adapt to change quickly and effectively. Can work in a variety of environments and with different levels of people
- Capable of maintaining positive, calm demeanour during busy periods