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<b>Job Description Title:</b>	<b>Operations Controller</b>
<b>Department</b>	: Finance
<b>Reports to</b>	: Finance Director North America
<b>Date Prepared</b>	: August 2022

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### **GENERAL ACCOUNTABILITY:**

Reporting to the Finance Director for North America, the Operations Controller, will be responsible for the development, monitoring and reporting of production data for the companies two North American Locations. A successful candidate will have a can-do attitude, good communication skills across different organizational levels, great attention to detail, and possess good analytical skills.

### **DUTIES:**

- Overall responsibility to ensure cost of manufactured capital equipment are accurate and complete.
- Ensure Bill of Materials are accurate prior to the start of production.
- Develop system to monitor planned production labour versus actual production labour across multiple sites.
- Assist with monthly reporting of all manufacturing costs and associated activities
- Preparation of and monitoring of operative KPI's.
- Assist with the development of standardized costings and maintain for the purpose of quoting jobs and provide information for the company's CPQ system.
- Assist sales with costing all equipment prior to the quotation being completed
- Produce financial and other business analyses. Interpret, and investigate data for operations for assigned projects and contracts.
- Review overhead related expenditures and ensure proper absorption rates are applied in various facilities
- Participate and drive change for improvement of processes, data, and system(s).
- Ensure that company policies are followed.
- Any ad-hoc tasks that assist the finance team to operate cohesively.

### **EDUCATIONAL BACKGROUND & EXPERIENCE REQUIRED:**

- CPA Designation required and a Bachelor of Commerce, or equivalent undergraduate degree.
- Minimum five years of similar experience in a manufacturing environment.
- Knowledge of accounting principles, audit techniques, financial reporting standards, budgeting procedures and cost control systems is required
- Excellent analytical and problem-solving skills with attention to detail and accuracy.
- Advanced knowledge of Excel. Power BI experience seen as a plus.
- Prior experience of ERP system and process development.
- Self-motivated and adaptable. Able to work both independently and within team environment.
- Demonstrated ability to work with confidential and sensitive data.
- Effective time management skills with the ability to prioritise and manage multiple projects or tasks simultaneously.
- Excellent communication skills (English) both verbal and written.
- Excellent interpersonal skills, including the ability to work effectively with all levels of the organization.
- A willingness to learn new things and a can-do attitude.

**This position has access to confidential and proprietary information therefore all business should be conducted on a strictly confidential basis**