

## **Job description Financial Controller**

### **Purpose of the job**

The Financial Controller is responsible for the administration, controlling and treasury of Nes Ammim Israel.

### **Position in the organization**

The Financial Controller is part of the support staff of the Management Team, reports to the General Manager Business, the General Manager Nes Ammim and the International Boards. He/she participates in Management Team meetings and has a decisive voice regarding financial issues. The Financial Controller directs the bookkeeping staff.

### **Tasks and responsibilities**

- ⤴ Preparing the yearly budget in co-operation with the Managers;
- ⤴ Preparing financial and operational reports, cost reports and financial forecasts on a regular (monthly) basis in order to control the budget and financial situation of Nes Ammim;
- ⤴ Controlling of correct spending ear-marked donations;
- ⤴ Preparing the financial statements in cooperation with external accountant;
- ⤴ Cash-flow management;
- ⤴ Developing, maintaining/establishing of the internal control system;
- ⤴ Preparing investment calculations and project controlling;
- ⤴ Ensuring that the decision makers understand the financial implications of the missions they set for Nes Ammim in a specific period;
- ⤴ Responsible for the budgetary control;
- ⤴ Directing the bookkeeping staff.
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### **Authorities**

- ⤴ The executive of the employee and volunteer working in the bookkeeping department;
- ⤴ Salary administration.

### **Contacts**

#### ***Internal:***

- ⤴ Management Team;
- ⤴ Bookkeepers;
- ⤴ Volunteers, employees.

#### ***External:***

- ⤴ International Boards and Board of Directors;
- ⤴ Regional council;
- ⤴ Renters;
- ⤴ Organizations, companies related to Nes Ammim.
- ⤴ Appropriate contacts bankers, donor organizations/individuals, auditor, fund raising organizations, insurance companies/advisers.

### **Knowledge and experience**

- ⤴ A Bachelor's or Masters Degree in Finance or Accounting;
- ⤴ Knowledge of finance, accounting, budgeting, and cost control principles;
- ⤴ Knowledge of automated financial and accounting reporting systems;
- ⤴ Knowledge of federal and state financial regulations;
- ⤴ Experience in management and financial controlling desirable;
- ⤴ Experience in forecasting and budgeting;
- ⤴ High level of English written, spoken and reading; Hebrew (recommended).

**Competences and qualifications**

- ⤴ Organizational and management skills;
- ⤴ Helicopter view while focusing on the process and procedures;
- ⤴ Meticulous attention to detail and accuracy in work product;
- ⤴ Ability to analyse financial data and prepare financial reports, statements and projections;
- ⤴ Forward-thinking;
- ⤴ Mission-oriented;
- ⤴ Ability to improvise;
- ⤴ Ability to advise and to adjust.

**Personal skills**

- ⤴ Flexible and stress resistant;
- ⤴ Good communication skills, verbal and written;
- ⤴ Enterprising;
- ⤴ Good interpersonal skills;
- ⤴ Team player.

**Other requirements**

- ⤴ Willingness to live in a small village community;
- ⤴ Christian background;
- ⤴ Support the ideology of Nes Ammim.

**Period of stay**

The Financial Controller will stay for a minimum of 2 years.