



## FINANCE CONTROLLER

Reporting to the Vice-President, Sales and Operations, the Finance Controller will be accountable for providing sound financial leadership and guidance, supported by comprehensive financial reporting and analysis to ensure the following in order of priority: business sustainability, profitability, growth and development. The incumbent is responsible for designing, implementing and maintaining all financial systems, effectively managing all budget and forecast preparations, developing, communicating and monitoring the business' performance measures and all cash management and cash flow initiatives. Of paramount importance is leadership of the financial support team to ensure that all the company's financial and regulatory obligations are met in a timely manner as defined by Managing Directors and as required by any loan covenants or contractual obligations.

### **Core qualifications, skills and experience requirements include, but are not limited to providing:**

#### **FINANCIAL LEADERSHIP AND GUIDANCE, COMPREHENSIVE FINANCIAL REPORTING AND ANALYSIS**

- Integrally assist Human Resources with the recruitment, training, assessment and coaching of Finance Department staff to ensure efficiency and effectiveness is being maximized through proper use of team members and technology. Provide direction and oversight to ensure the team achieves established outcomes and key deliverables and as required, to realign employee performance to expected standards;
- Proactively recommend business or process modifications in direct response to changing operational or economic conditions and ensure seamless implementation across all business units;
- Support the development of strategic initiatives to drive business growth through the provision of sound financial reporting and risk analyses and opportunity forecasting;
- Establish and implement financial reporting systems, policies, procedures and internal controls to enable adherence to all legislative and regulatory requirements and oversight of proper cash management, cash handling and usage and monitoring of company assets.

#### **DIRECT ASSISTANCE TO MANAGING DIRECTORS:**

- Review all legal and financial contracts, financing agreements and insurance policies and provide Managing Directors with sound financial analysis to assist with clear decision making. Participate in the development and oversight of strategic third-party agreements and ensure company compliance to the same;
- Provide analysis and advice to Managing Directors on capital projects, business offers, existing and proposed legislative requirements and all matters that directly impact company financial stability and growth;
- Develop budgets and financial forecasting models designed to meet financial goals, to leverage opportunities for cost containment and revenue expansion and assist with leading and implementing related initiatives;
- Oversee all company accounts and investments. Create and submit monthly and annual reports to identify results, trends, and financial forecasts in a timely manner. Provide insightful commentary to explain the key drivers of results and actual versus plan variances. Prepare annual audited financial statements.

#### **CASH MANAGEMENT:**

- Ensure that all financial transactions are properly recorded, filed, and reported to ensure current and accurate financial reports;
- Prepare, review and submit all regulatory filing and internal and external reporting requirements by their predefined dates;
- Ensure all payment processes, including accounts payables and payroll are accurately completed in accordance with established timelines; and that Accounts Receivables are adequately monitored to maximize receivables in a timely manner;
- Collaboratively work with inventory control and sales leaders to ensure that purchases are within agreed budgets and that inventory decisions align with agreed sales forecasts and the inventory turnover ratio is robustly managed. Initiate and implement procedures to ensure the prevention and eradication of monetary theft throughout the company.

#### **GENERAL OPERATIONS:**

- Lead Business Continuity and Disaster Recovery efforts to ensure the continuity and recovery of normal business operations in the event of and following natural or other disasters;
- Ensure comprehensive understanding of the entire operation to facilitate the seamless flow of information to the Finance team and the general staff body to assist them in meeting the expectations of their role within a cohesive team environment. Engaging colleagues in open two-way dialogue to maintain positive employee relations and to improve business operations particularly pertaining to monetary and financial matters;
- Actively represent People's on industry committees, boards and external bodies;
- Any other job-related tasks as assigned.

#### **REQUIRED EXPERIENCE AND SKILLS INCLUDES:**

- A minimum of 10 years progressive finance / accounting experience; with at least 5 years' experience in a similar position in a mid-sized or large company in the retail industry. An advanced degree in Finance, Business Administration or Accounting and/or a professional designation (e.g. CA/CPA/CMA);
- Thorough knowledge of current accounting principles, procedures and legislation;
- Demonstrated experience with forecasting, budgeting and the ability to prepare accurate month-end and annual finance reports with insightful commentary within stated timelines;
- Demonstrated strategic business development; finance operational management and contract negotiation and management experience. Experience with leading and/or contributing to RFP processes for IT/Finance/Inventory/HR systems;
- Strong communication skills enabling effective interactions with senior leadership, vendors, financial and insurance representatives and colleagues;
- Extensive experience managing teams and aligning performance to ensure compliance within tight deadlines;
- Proficiency in the use of various Accounting Software packages and Microsoft Office suite of products (Word, Excel and Smartsheet).

**SHORT-LISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS TO BE HELD IN MID-JANUARY 2020.**

Applications will be dealt with in strict confidence. Interested candidates may apply in writing or via email, providing at least three (3) written references and any relevant credentials to:

**Closing date for applications is:  
Friday, December 27, 2019**

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**People's is an equal opportunity employer!**