

# Worksheet 1

## What does a financial controller do?

### Task:

- 1. Read** the work calendar of a financial controller and list as many responsibilities of a financial controller as you can. Re-write them using verbs to help you describe what they do!

12	Monday September	13	Tuesday September	14	Wednesday September	15	Thursday September	16	Friday September	17	Saturday September
	<p><i>Weekly team meeting I will present on: * changes to pay * how to expense</i></p>		<p><i>Respond to edits from senior management and write up new financial report</i></p>		<p><i>Update changes on finance software and internal documentation</i></p>		<p><i>Meet with Anna to discuss how her pay will be affected when she moves to part-time</i></p>		<p><i>Make sure everyone is paid on time!</i></p>		
	<p><i>Review budgets and write up financial report</i></p>		<p><i>Develop plans for financial growth and include in the financial report</i></p>		<p><i>Collate all documentation needed to pay employees and service providers</i></p>		<p><i>Follow up with any queries for meeting on Monday.</i></p>		<p><i>Ensure all payments have gone through properly, if not allow time to call bank and sort through any problems</i></p>		
	<p><i>Send overview of report and questions senior management</i></p>						<p><i>Check expenses have been submitted in new format</i></p>				



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## 2. Categorise

Looking at the responsibilities of the financial controller, mark which skills you think are essential, helpful, unnecessary for a financial controller to have and why.

Skill	Essential	Helpful	Unnecessary
Work effectively in a team			
Excellent at Maths			
Confident public speaker			
Attention to detail			



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Good administrative skills			
Customer service skills			
Collaboration			
Working to deadlines			
Problem-solving skills			
Leadership skills			

**Extension: which essential skills are missing?**

