

TERMS OF REFERENCE (TOR) – CONTROLLER

Position title: Controller

Organizational unit: Phoenix Design Aid

Location: Randers, Denmark (onsite/physical presence)

Reporting to: Chief Financial Officer/Chief Operational Officer (CFO/COO)

Contract type: Full time

Application deadline: 9 May 2025

Organizational background

Phoenix Design Aid (PDAid) is an international communication agency specializing in collaborations with organizations such as the United Nations (UN), European Union, non-governmental organizations and public authorities. Our mission is to provide innovative solutions to communication challenges while advancing the Sustainable Development Goals (SDGs).

We serve a global community from our headquarters in Denmark, subsidiary offices in Copenhagen, Panama City, Nairobi and Valencia as well as representative offices in Turkey, Lebanon, Ukraine, USA and Switzerland, alongside with a network of trusted and qualified partners in more than 20 countries. Our clients are based all over the world.

Learn more: <https://phoenixdesignaid.com>

Objective

The Controller will have a central role in at Phoenix Design Aid, combining financial and business controlling, helping take the finance team to the next level as a key advisor in decision-making and ensuring the implementation of efficiency process.

Please note that the TOR may be updated to align with evolving organizational needs.

Scope of work

1. Financial controlling

- Continuous improvement, design, documentation and embedding finance processes and procedures globally.
- Overall responsibility for debtors, including follow up, and creditors process in line with efficient and reliable weekly cash flow forecasting and reporting.
- Responsible for project accounting and other specified accounting areas such as fixed assets, inventories, etc.
- Review of financial accounting as well as performing or reviewing reconciliations (salary, VAT, bank, debtors, creditors, etc.)
- Preparation of interim financial statements and forecasting.
- Budget preparation and budget follow-up.
- Preparation of annual reports and ensuring all associated external reporting deadlines are met (VAT, payroll taxes, etc.).
- Develop presentations on finance to the board of directors.
- Continuous maintenance and development of existing and new reports.

2. Business controlling

- Develop and maintain the financial budget as well as following and reporting to business leads monthly.
- Weekly pipeline reporting combined with efficient controlling and reporting of the project lifecycle (from offers to completion), which is critical in supporting strategic decisions.
- Monthly project profitability analysis and reporting to project managers.
- Act as advisor to all project managers in terms of project accounting and controlling.

3. Additional assignments

- Provide ad hoc support across various departments and team functions as required.
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Key deliverables

- Timely and accurate weekly pipeline reporting to the CEO.
 - Timely and accurate weekly cash flow reporting to the board.
 - Monthly board and management reporting.
 - Timely reporting to authorities.
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Competencies and skills required

Core values

- Commitment, care/responsibility, respect, integrity, trust and accountability.

Professional characteristics

- Knowledge of Microsoft Dynamics 365 Business Central.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Education within accounting and finance.
- Understand and knowledge of laws and regulations within finance, accounting and tax.
- Understanding of project lifecycles.
- Familiarity with cloud-based collaboration tools (such as Teams, Zoho CRM, etc.), although training will be provided.

Personal characteristics

- Hard working
 - Flexible
 - Problem-solver
 - Analytical
 - Structured
 - Reliable
 - Honest
 - Loyal
 - Team player
 - Ability to work independently
 - Responsible
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Qualifications

Education

- Cand.merc.aud or a bachelor's degree in Economics/Accounting and Finance.

Experience

- Minimum of 5 years' experience in a similar role, preferably for a multi-entity organization.
- Experience as an auditor with Business Central and Power BI is an advantage.

Languages

- Fluency in English and Danish (written and spoken) is required.
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Application process

Interested candidates are requested to submit the following:

- CV highlighting relevant experience.
- **Cover letter** detailing motivation and suitability for the role.
- Contact details for **2-3 professional references**.

Applications should be sent to cv@phoenixdesignaid.com by **Friday, 9 May 2025**. Please write "Controller" in the subject of the email.

The first round of interviews will be held between **19 – 30 May 2025**.

If you have any questions about the ToR or application process, please feel free to contact Michael Sylva, CFO/COO, at MSY@phoenixdesignaid.com or +45 26 72 28 57

Phoenix Design Aid is a diverse and inclusive workplace. We encourage all qualified applicants to apply without any regard to race, color, religion, gender, sexual orientation, national origin, genetics, disability, age or other personal backgrounds.

We look forward to hearing from you.