



Talent driven
culture.

Project Controller

Ref.^a T20252

Our partner is a Portuguese organisation focused on promoting the advancement and consolidation of Portugal as an international reference in the Aeronautical, Space & Defence Industries.

The organisation is selecting a Project Controller who will be responsible for the financial and operational control of projects, ensuring that they are delivered on time, within budget and within the defined scope.

Location: Lisbon or Évora

Main Accountabilities:

Financial control

The scope of the activities targeted in this area involves direct collaboration with the Office Manager and the Accountant and envisages the following:

- Treasury management (weekly control of inflows and outflows; control of projects; cost forecasting, calculation of results);
- Interacting with areas such as accounting and purchasing to ensure the correct allocation of costs;
- Interaction with banks and other external entities, and with the Management team;
- Supporting the invoice payment process, tracking expenses, monitoring performance and evaluating variations for all costs; cash flow and income statements;
- Updating payment files and submitting payments for validation;
- Monitoring the closing of monthly and annual accounts;
- Providing support for internal and external audits;
- Support the team in making decisions based on data and analysis;
- Support in the area of documentation to support periodic VAT returns;
- Ensuring compliance with the company's financial standards and policies.

Project control

The scope of the activities targeted in this area involves direct collaboration with the Office Manager and the external Consultancy Partner, envisioning the following:

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- Monitor the progress of the project schedule and deliverables in partnership with the external partners, as well as the involved reporting activities;
- Financial monitoring, reporting of the ongoing funded projects and additional tasks, such as requests for project extensions; identifying cost variations and seeking solutions to deviations;
- Prepare and submit requests for payments;
- Identifying financial and operational risks and suggesting mitigating measures;
- Continuous development and implementation of processes and procedures to improve financial organisation, including internal controls, KPIs and periodic reporting;
- Ensure that project procedures are aligned with internal policies and regulatory standards.

Financial and Economic planning

The scope of the activities targeted in this area involves direct collaboration with the Managing Director, envisioning the following:

- Preparation and financial analysis related to project execution, estimated Vs. realised, shareholder return, as well as other *ad hoc* business requirements;
- Support in the development of budget and forecast models;
- Preparing management reports and presentations for stakeholders.

Requirements & Qualifications:

- Degree in Management, Economics, Finance, Accounting or in a relevant area given the scope of the job;
- Minimum of 5 years' experience in similar role;
- Ability to organise work autonomously, namely planning, adaptation and control;
- Ability to organise own time and a good degree of autonomy;
- Proactivity, dynamism, multitasking and problem-solving skills;
- High sense of responsibility and ethics;
- Advanced knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook);
- Experience using ERPs and other financial and project management tools (e.g. TOC online, etc);
- Proficiency in spoken and written English.

Offer:

- Wage package appropriate to the presented experience;
- Career development opportunity;
- Contractual link established directly with our partner.

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