

# Finance and Administration Managers

Finance and administration managers plan, direct and coordinate the financial and administrative operations of an enterprise or organisation, in consultation with senior managers and with managers of other departments or sections. Tasks include:

- planning, directing and coordinating the financial and administrative operations of an enterprise or organisation-
- assessing the financial situation of the enterprise or organisation, preparing budgets and overseeing financial operations
- consulting with the chief executive and with managers of other departments or sections
- establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources
- establishing and directing operational and administrative procedures
- developing and implementing administrative and procedural statements and guidelines for use by staff in the organisation-
- providing information and support for the preparation of financial reports and budgets
- representing the enterprise or organisation in dealings with outside bodies

**Learn more about the Technical Skills & Generic Skills for this occupation in the next few pages**

## **Technical Skills**

Accounting and Tax Systems  
Audit Compliance  
Benchmarking  
Business Acumen  
Business Innovation and Improvement  
Conflict Management  
Corporate and Business Law  
Cost Management  
Cyber Security  
Data Analytics  
Data Governance  
Digital Technology Adoption and Innovation  
Digital Technology Environment Scanning  
Due Professional Care  
Finance Business Partnering  
Financial Management  
Financial Planning  
Financial Statements Analysis

Infocomm Security and Data  
Privacy  
Internal Controls  
Non-Financial Reporting  
Performance Management  
Professional Scepticism and  
Judgement  
Programming and Coding  
Project Management  
Regulatory Compliance  
Regulatory Risk Assessment  
Risk Management  
Stakeholder Management  
Tax Implications  
Transfer Pricing  
Valuation

## **Generic Skills**

Communication

Decision Making

Developing People

Digital Literacy

Global Mindset

Interpersonal Skills

Leadership

Managing Diversity

Problem Solving

Resource Management

Sense Making

Transdisciplinary Thinking