

# 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

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

## Technical Skills

Accounting and Tax Systems  
Audit Compliance  
Auditing and Assurance Standards  
Auditor Independence  
Benchmarking  
Business Acumen  
Business Innovation and Improvement  
Change Management  
Conflict Management  
Corporate and Business Law  
Cost Management  
Data Analytics  
Data Governance  
Digital Technology Adoption and Innovation  
Finance Business Partnering  
Financial Management  
Financial Planning  
Financial Statements Analysis  
Infocomm Security and Data Privacy  
Internal Controls  
Macroeconomic Analysis  
Non-Financial Reporting  
Performance Management  
Professional and Business Ethics

Project Execution and Control  
Project Management  
Regulatory Compliance  
Regulatory Risk Assessment  
Risk Assessment  
Risk Management  
Stakeholder Management  
Tax Implications  
Taxation Laws  
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

Teamwork

Transdisciplinary Thinking