

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 page.**

Technical Skills

Accounting and Tax Systems
Audit Compliance
Business Acumen
Business Innovation and Improvement
Conflict Management
Cost Management
Data Analytics
Finance Business Partnering
Financial Management
Financial Planning
Internal Controls
Project Management
Regulatory Compliance
Regulatory Risk Assessment
Tax Implications
Transfer Pricing
Valuation

Generic Skills

Communication
Decision Making
Developing People
Digital Literacy
Interpersonal Skills
Leadership
Managing Diversity
Resource Management
Sense Making