



Job Description:
Finance Manager



Ontario Network of Employment Skills
Training Projects (ONESTEP)



Finance Manager

How to Use This Tool:

This tool is not intended to be used in its entirety. Rather, its purpose is to provide a framework for developing a job description that is customized to the unique needs of your organization. As you review the tool, select only those functions / requirements / competencies / skills and abilities that are relevant to the particular position you are reviewing, keeping in mind the position as it actually exists in your organization.

This document includes descriptors for creating a job description.

Possible uses for this tool:

You may find this tool useful when:

- Creating a job description
- Recruiting, interviewing and hiring new candidates
- Appraising the performance of employees
- Identifying staff training and development needs

JOB DESCRIPTION: Finance Manager

Job Summary

The individual in this position will be responsible for all activities related to administering the organization's operating budget and preparing financial reports that summarize and forecast the organization's financial position, such as cash flows, income statements, balance sheets, and analyses of future revenue or expenses. The incumbent will also work collaboratively with members of the Management Team to develop and implement strategic initiatives, policies, plans and programs that will contribute to the organization's financial stability and successful service delivery.

Essential Functions

- Provide and interpret financial information
- Monitor and interpret cash flows and predict future cash trends
- Analyze changes in the agency's financial position and advise the Management team accordingly
- Formulate strategic and long-term business plans
- Research and report on factors influencing operational performance
- Develop financial management mechanisms that minimize financial risk
- Conduct reviews and evaluations for cost-reduction opportunities
- Manage the organization's financial accounting, monitoring and reporting systems
- Liaise with auditors to ensure annual monitoring is carried out
- Develop external relationships with appropriate contacts, e.g. auditors, lawyers, bankers
- Supervise departmental staff
- Produce accurate financial reports to specific deadlines
- Manage budgets
- Check figures, postings and documents for correct entry, mathematical accuracy and proper codes
- Classify, record and summarize numerical and financial data to compile and keep financial records, using existing record system
- Debit, credit and total accounts on computer spreadsheets and databases, using specialized accounting software
- Receive, record and bank cash, cheques and vouchers
- Comply with federal, provincial and agency policies, procedures and regulations
- Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses
- Code documents according to agency procedures
- Reconcile or note and report discrepancies found in records

Education Requirements:

- University degree in finance, accounting or business administration.

Training Requirements:

- Accounting
- Software training (i.e., accounting packages)
- Financial planning
- Budget management

Additional Knowledge Requirements

- Computer skills
- Customer service principles