JOB DESCRIPTION

| **TITLE** | FINANCE MANAGER  |
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| **Reports To** |  |

**Job Purpose**

The **Finance Manager** allocates the financial resources of [Organization Name], is responsible for budget planning, and will assist the executive management team by providing insights and financial advice that enable them to make the best business decisions to achieve company goals.

This role is vital in enabling [Organization Name] to decide where and when to allocate funds and how much to allocate. Additionally, the Finance Manager is vital in determining the financial position of [Organization Name].

The Finance Manager should be an excellent problem solver with excellent attention to detail.

**Duties and Responsibilities**

Overall Responsibilities:

* Compiling, preparing, and interpreting reports, budgets, accounts, financial statements, and commentaries;
* Conducting strategic analysis and assisting in the development of long-term business plans;
* Conducting research into pricing, competitors, and performance-related factors;
* Managing revenue, cash flow, and expenditure;
* Managing budgets;
* Constructing and administering financial systems/models;
* Conducting business simulations and risk assessments;
* Supervising personnel;
* Liaising with management, financial teams and other coworkers;
* Ensuring compliance with relevant legislation;
* Ensuring appropriate retention of financial records; and
* Additional related duties as assigned.

**Qualifications**

* BSc/BA in Accounting, Finance or relevant field; MSc/MBA is an asset.
* CPA is an asset.
* Previous experience with and proficient in the use of MS Office and financial management software.
* Proven experience in finance management, accounting, or a relevant field (3-5 years preferred).
* Proven experience in a leadership or managerial role (3-5 years preferred).
* Working knowledge of financial reporting and data mining tools such as [INSERT TOOLS NEEDED i.e., SQL, Access].

**Core Competencies**

* Outstanding leadership skills.
* Excellent verbal and written communication skills.
* Excellent organizational and multitasking skills.
* Comfortable providing ongoing feedback and coaching.
* Ability to collaborate and communicate effectively with senior-level business partners.
* Excellent judgement, analytical, and decision-making abilities.
* Superior ability to synthesize large amounts of complex data into actionable information.

**Working Conditions**

* The standard workweek for this position is [insert #] hours.
* The standard business hours for this position are [insert core hours].
* Hours worked outside of the standard work schedule may be required.
* This position is {remote/hybrid/ onsite}.
* This role may require extensive periods of time sitting in a chair.
* This role may require extensive periods of time in front of computer/phone screens.