

Career Profile: Finance Manager



Finance Managers are responsible for the day to day operations of the finance department. As a Finance Manager you will often be working alongside senior management providing information, reports and advice on the finances of an organisation.

Also known as: Finance Director, Financial Controller

What would my working day look like?

Some of the tasks you may complete are:

- ▶ Planning, organising, directing, controlling and coordinating the financial activities within an organisation
- ▶ Prepare financial reports and provide financial information where required
- ▶ Hire, train and manage members of the finance team
- ▶ Reconcile accounts
- ▶ Ensure the finance department adheres to organisational strategies, policies and procedures
- ▶ Identify, implement and review changes and improvements around an organisations financial processes
- ▶ Ensure compliance with legislation and regulations such as tax and payroll
- ▶ Oversee expenditure and revenue within an organisation
- ▶ Advise on investment opportunities and distribution of income
- ▶ Analyse costs, pricing, sales and performance against business plans
- ▶ Create financial forecasts and budgets
- ▶ Liaise with other departments and managers as required
- ▶ Liaise with external organisations including banks and auditors

I might enjoy this job if:

- ▶ I enjoy working in a team and enjoy taking on leadership roles
- ▶ Working indoors is for me
- ▶ I have an aptitude for working with computers and technology
- ▶ I like following routines and procedures
- ▶ I like to start and complete projects, paying careful attention to detail and accuracy
- ▶ I handle stress and stressful situations with a level head and can meet deadlines
- ▶ I like studying English, Maths, Accounting, Commerce and Business Studies

Working conditions and hours

You will usually work in an office overseeing the financial team and working with other department managers when required. You will use financial and business software to monitor and record the financial activities of the business. You will generally work full-time (approximately 46 hours per week).

How do I become a Finance Manager?

To become a Finance Manager, you generally require many years of experience in accounting or finance and a formal qualification in accounting, business or commerce. Some Finance Managers may have a university qualification. To get started if you're still at school, you can enrol in the Certificate II in Building and Construction-Paraprofessional (Business) pathway. This can also be completed as a traineeship or school-based traineeship which usually takes 12 -18 months. Have a chat with your school careers advisor for more information. Otherwise, you may like to complete a qualification in Commerce or Accounting through a Registered Training Provider.

Future pathways and opportunities

As a Finance Manager, you may work for a small or large organisation or for a government body, managing a small team. With further study at a University level, your career could lead you to complete a degree in commerce, business or accounting to become a Chief Financial Officer.

Average Pay

Up to **\$2,286** per week

depending on your qualifications, experience.

(Source: Job Outlook)

What skills and personal qualities do I need?

- ▶ A careful, thorough and accurate approach to work
- ▶ Have excellent organisational and time management skills
- ▶ Can work as part of a team and autonomously when required
- ▶ Be assertive and mature with a high level of communication and negotiation skills
- ▶ Enjoy working with technology and computers
- ▶ Have excellent maths and literacy skills and critical thinking skills to analyse information and solve problems



Next Steps

Further information can be found at:

- ▶ Jobs and Skills WA – www.jobsandskills.wa.gov.au
- ▶ Job Outlook – www.joboutlook.gov.au

- ▶ The Good Universities Guide – www.gooduniversitiesguide.com.au