TSC Category	Operations and Management					
TSC	Financial Administration					
TSC Description	Manage organisation's short and long-term financial needs while reviewing the organisation's financial risk position and refining its financial plan					
TSC Proficiency	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Level 5**	**Level 6**
			ECC-CFI-3007-1.1	ECC-CFI-4007-1.1	ECC-CFI-5007-1.1	
			Plan budget to meet the needs of the centre and monitor the use of funds to ensure accountability	Ensure that budget and financial processes support Centre's objectives and are in line with organisation's strategic directions	Lead the management of the organisation's short and long-term financial performance and financial risk management philosophy	
Knowledge			• Finance management and controls • Compliance of financial records with corporate requirements and local statutory requirements • Principles and methods of setting a budget • Methods to read financial statements • Types of financial statements	• Financial analysis • Financial risk analysis • Strategies to mediate financial risks	• Principles and methods of setting a budget based on internal and external factors • Changes in the sector landscape, trends and needs • Changes in legislation relating to financial management	
Abilities			• Maintain the organisation's financial management processes and systems • Adhere to the relevant guidelines and procedures • Implement the financial risk management measures of the organisation • Develop budget plans for the organisation • Manage cash flow of the Centre	• Develop short-term financial plan based on organisation's financial performance and needs • Analyse short and long-term financial needs and their implications for the organisation • Facilitate the organisation's financial management processes and systems in compliance with corporate requirements, local statutory requirements and industry statutory requirements • Facilitate financial strategies to improve	• Formulate short and long-term financial needs and financial priorities based on organisation's financial performance and needs • Drive the organisation's financial management processes and systems in compliance with corporate requirements, local statutory requirements and industry statutory requirements • Drive financial strategies to improve organisational financial performance and ensure alignment	

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				organisational financial performance • Develop the financial risk management measures of the organisation in line with organisation's short and long-term financial priorities • Review organisational budget	with the larger organisation strategy • Formulate finance and financial risk philosophy for the organisation • Devise the risk appetite of the organisation in line with organisation's short and long-term financial priorities • Endorse organisational budget	

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