



Finance Manager

Competencies

| COMPETENCY CATEGORY | COMPETENCY | EVIDENCE OF COMPETENCY |
|---------------------|---|--|
| Skills | Strategic thinking and planning | Helps develop, plan and deliver a fiscally responsible financial plan for the District, enabling District funds to be used in the most beneficial manner |
| | Collaboration | Works closely with the District Director to ensure the District is financially healthy and funds are being used in the most beneficial manner |
| | Analytical skills | Continually analyzes, monitors and forecasts the financial performance of the District |
| Knowledge | Working knowledge of Toastmasters governing documents | Understands the allowable and appropriate expenditures and financial requirements as per Toastmasters Policies and Protocols |
| | Accounting knowledge | Understands generally accepted accounting practices |
| Characteristics | Integrity | Observable in leader behavior |
| | Honesty | |
| | Service orientation | Fulfills the requirements of the role and follows up on relevant issues with the District Director |
| | Passion for mission and envisioned future of Toastmasters International | Reports on financial activities in terms of their contribution to Toastmasters goals |
| | Determination | Keeps District expenditure on budget |
| Attributes | Accuracy in reporting and recording | All reports produced accurately |
| | Discipline to complete assigned responsibilities | Completes all requirements of the role according to requirements and on time |
| | Goal oriented | |
| | Organized, following up on plans | |
| | Dependable | |
| | Responsible | |
| | Diligent | |