

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	