



## Administrative and Financial Manager

Supervises, organizes and coordinates the administrative, accounting and financial departments, sometimes also IT and General Business Services.

Gathers information from the operational managers.

Structures representative and necessary data for the organization's decision making process (balance sheets, P&L, cash-flow statements).

Determines strengths and weaknesses of the business.

Informs and advises management concerning short-term forecasts.

Makes suggestions concerning mid-term strategies.

According to the management's directives, he/she carries out assignments that involve the liability of the organization (finding and negotiating financial resources ...).

### CONDITIONS OF WORK

This position generally involves being a member of the management committee, fostering the political development of the organization, representing the company in negotiations with authorities, banks, ... .

The job involves managing a busy schedule of numerous internal and external meetings and combining it with all personal assignments (reporting, projects ...) within the given deadlines. For a hierarchical position and a degree of involvement and versatility like this, it is crucial to be constantly up to date with the economic environment and to be able to adapt to all kinds of developments of the business.

### BASIC SKILLS AND TECHNIQUES

- Design and enhance procedures, determine the conditions of administrative management and financial follow-up and establish trend charts based on the organization's strategies and financial data.
- Prepare and control budgets, analyze gaps and report to the management.
- Manage general or analytical accounting and make sure deadlines are respected.
- Manage administrative and accounting aspects of personnel.
- Manage the legal and fiscal aspects related to asset management (property, insurance, ...), to the economic activity (contracts, agreements, industrial property), and to financial engineering (loans, ...).
- Supervise the cash flow and relations with the banks.
- Negotiate with external partners on behalf of the management (customers, suppliers, authorities, auditors, ...).
- Carry out financial and economic surveys prior to investments.

### RELATED SKILLS

- Be familiar with the Anglo-Saxon accounting principles.
- Know management software.
- Know public accountancy.
- Speak English or another foreign language.

### REQUIRED QUALITIES

The job requires to be able to:

- Sum up information related to a variety of elements of the organization.
- React quickly and offer reliable solutions.
- Prioritize deadlines and emergencies.
- Interpret regulations and estimate their impact on the organization.
- Evaluate the risks when choices and decisions are made by the general management.