

CS60 Manager – Finance and Administration

1. Job role

TCF sub-sector	Cross-sector
Functional area	Finance, Administration and Corporate Services
Job role	CS60 Manager – Finance and Administration
Job role description	Manages financial operations and administrative functions to support business performance, compliance and operational efficiency across TCF enterprises. Complementing the Director – Finance and Corporate Services role, this position focuses on implementing financial systems, managing day-to-day accounting and administration activities, and supporting business operations through accurate financial management and effective corporate support functions. In TCF businesses—where operations involve production, sourcing, inventory and multi-channel sales—the role ensures financial control, reporting accuracy and efficient administrative processes.
Performance expectations	• Maintaining accurate financial records and reporting systems • Supporting budgeting, forecasting and cost control processes • Ensuring compliance with financial, taxation and regulatory requirements • Managing accounts payable, receivable and cash flow processes • Supporting product costing and operational cost tracking • Maintaining effective administrative and office systems • Ensuring financial controls across procurement, inventory and operations • Supporting audits and financial reporting requirements • Coordinating financial data across ERP and business systems • Contributing to operational efficiency and cost management
Specialisation	Financial operations, management accounting, administration systems, payroll and compliance, ERP financial systems
Application in other Textile, Clothing and Footwear (TCF) sectors	• Apparel production supporting financial control across design, sourcing and retail operations • Textile manufacturing supporting cost control and production accounting • Footwear production supporting inventory and supply chain financial management • Leather goods production supporting product costing and financial operations • Dry cleaning and laundry services supporting service-based financial systems and billing

	• Technical textile and specialty services supporting project-based financial management • Manufacturing and service industries supporting finance and administration functions
--	--

2. Key tasks and critical work functions

Key tasks	• Managing day-to-day accounting operations including AP/AR and payroll • Supporting budgeting and financial planning processes • Maintaining financial records, ledgers and reporting systems • Coordinating financial data within ERP systems • Supporting product costing and margin tracking • Ensuring compliance with taxation and regulatory requirements • Managing administrative systems and office processes • Supporting audits and financial reporting activities
Critical work functions	• Ensuring accuracy and integrity of financial data • Maintaining financial controls across business operations • Supporting operational decision making with financial information • Ensuring compliance with financial and regulatory frameworks • Integrating finance with supply chain, production and sales systems • Maintaining efficient administrative systems • Supporting organisational financial sustainability

3. Technical skills

Financial accounting systems	Managing accounting systems and financial records
Budgeting and forecasting	Supporting financial planning and cost management processes
ERP financial systems	Using ERP platforms to manage finance and operations data
Accounts payable and receivable	Managing payment and invoicing processes
Payroll systems	Managing employee payment systems and compliance
Financial reporting	Preparing financial statements and management reports
Compliance and taxation	Ensuring adherence to financial regulations and tax requirements

4. Generic Skills

Attention to detail	Ensuring accuracy in financial data and reporting
Analytical thinking	Interpreting financial information and trends
Communication	Explaining financial information to stakeholders
Organisation	Managing multiple financial and administrative tasks
Problem solving	Resolving financial and operational issues
Collaboration	Working across finance, operations and management teams

5. Emerging skills

Emerging skills	• Using digital accounting and cloud-based financial systems • Integrating ERP systems across finance, supply chain and operations • Applying financial analytics and business intelligence tools • Supporting sustainability and ESG financial reporting • Using automation in financial processes and reporting • Applying data-driven cost and margin optimisation
-----------------	--

6. VET Qualifications and Skill Sets

Entry-level preparation	FNS50222 Diploma of Accounting or equivalent
Advanced development	FNS60222 Advanced Diploma of Accounting or equivalent or bachelor's degree in accounting, finance or business

7. Job progression

Possible job progression	Accounts Officer → Finance and Administration Manager → Financial Controller → Director - Finance and Corporate Services
--------------------------	--

8. Classification

Australian Qualifications Framework	AQF Level 5-7
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 1-2
Open Source Classification of Occupations for Australia (OSCA)	Finance Manager / Administration Manager - Cross-sector TCF



Skills Insight is a Jobs and Skills Council funded by the Australian Government Department of Employment and Workplace Relations.