### 2.10 Finance Manager

### 2.10.1 Role Description

The Finance Manager is responsible for taking an overviewing role within the finance and marketing division of the company and organising the working of members in this division toward the desired goals. She along with the Sales and Marketing Manager and Deputy Finance Manager are accountable for constructing the Financial business plan, Time-sheets, budgeting, marketing strategies, and financial reports at each stage of the project until the final product is presented to the customer. Accomplishing this involves several tasks that include:

* Managing the financial part of the company, supervising marketing and finance managers
* Creating a schedule for the business to run on.
* Sign off time-sheets for employees
* Providing Budget Plans and working closely with the Project Manager for approval
* Assigning the different tasks within the finance and marketing division, making sure the contribution is equal.
* Constructing financial reports with the help of the financial manager and the Sales and Marketing Manager.
* With the help of the appropriate managers, provide the timetable plan and ensure it is adhered to, or make appropriate modifications as required.
* Making sure that the financial requirements of the other divisions of the company is met by budgeting.

### 2.10.2 Risk Management

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| Risk | Possible Solution |
| Some group members don’t get along with each other. | Try to resolve any issues that group members might have. If this does not work, consider assigning and delegating tasks to minimise disruption within the group as a whole. |
| The prolonged absence of a member in the Business Division. | Have more than one team member trained to do any task. Report to Project Manager |
| Deadline overdue. | Have regular business plan review meetings where possible overruns can be identified and rescheduling can be considered. |
| Failure to meet one of the Business requirements. | Have regular review meetings where requirement conformity is checked. Make sure that the financing and marketing of the product is organized in a way that simplifies rollback and re-implements the missing requirements with as little modification to other parts as possible. |
| Over or Underestimated Budgeting | Review provisional budgeting with the team and then with the project manager frequently. |
| Certain team members producing work that is not up to the mark or not doing any work altogether. | Report to Project Manager. |
| Irregular Handing in of time-sheets | Designate a fixed date on which the timesheets need to be submitted. If still not consistent then report to Project Manager. |

### 2.10.3 Quality Assurance Metrics ( both Finance Manager and Deputy Finance Manager

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| Metric | How measured |
| Assets turnover. | Sales/Average total assets.  Measure the efficiency of the company’s use of its money. |
| Economic value added. | Net operating profit after taxes – cost.  Help determine created value. |
| Debt to equity ratio. | Debit/Equity.  Limit the ratio to less than 1 helps earn profit. |
| Return on Investment (ROI). | Optimise the efficiency at each stage. |
| Total Cost of Ownership (TCO). | Consider all costs, including energy, training, maintenance, rent etc. |
| Finance Deadlines met. | Deliverables submitted as timetabled and recorded. |
| Financial Business Plan and financial as desired. | Holding review meetings with deputy finance manager and Sales & Marketing Manager to make sure business plans and financial are up to the standard required. |
| Contribution towards and Sales and Marketing or the product | Holding review meetings with deputy finance manager and Sales & Marketing Manager to make sure business plans and financial are up to the standard required. |