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# Example of Finance Shared Services Job Description

Our company is searching for experienced candidates for the position of finance shared services. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for finance shared services

* Proper and timely deduction and deposit of Withhold taxes, provident fund, ESI and other labour compliances like PF UAN linking, transfer/withdrawal process
* Assist in managing shared services order management process (RMA, Credit rebills, Order Reviews etc) and addresses order processing issues of a technical or revenue recognition nature operational issues
* Acts as a true team player to assist others to ensure communicated timelines are met and to work collaboratively with other local, International and US finance team members certain sales, sales operations and legal team members
* Carry out the required data inputs and outputs to and from the SAP vendor Master to include follow up processes bank details for both GB & Ireland
* To carry out the inter and intra company invoicing process through the verification of invoices and the maintenance of proper supporting documentation in order to ensure that charges are allocated to the right accounts
* To carry out all opera related IC transactions on a daily basis in order to ensure balancing
* To carry out all the required process in order to ensure the OC & ENT checks are accurately charged
* To segregate all the HB intercompany vouchers for all the SBU’s separately
* To create and to check intercompany charges in the Paymaster in Opera of all the SBUs
* Reconciliation of F&B Intercompany charges between Accounts Receivable of a SBU and the Accounts Payable of the other SBU

## Qualifications for finance shared services

* Proven skills in business partnership, negotiation, and supplier management
* 10 + years of relevant work experience (Chartered Accountancy training preferred) and/or a Bachelors or Master Degree
* Expertise in process analysis, documentation, improvement and automation
* Strong computer and data analysis skills using ERP systems and Microsoft Office
* Strong communication, relationship building, influencing, persuasion, presentation, conflict resolution and business analysis skills
* Consistently demonstrates high integrity combined with good business judgement and strives to identify, recommend and select the best overall solution