



Example of Project Team Leader Job Description

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Our company is looking to fill the role of project team leader. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for project team leader

- Managing and planning submissions to regulatory agencies
- Work closely with operations subject matter experts, business analysts, project manager and other stakeholders in production of test plan/strategies
- Co-ordinate test execution (wherever designated) across project work streams
- Analyse and review requirements
- Report and follow up on of software/process defects and track to closure
- Work with system owners to ensure test environments and test data are in the state required for testing
- Escalation of issues to the Project/Program Managers via Test Lead
- Managing team (wherever designated) to ensure all deliverables are met on time
- Actively delegates, involving team members (incl
- Hold team and partners accountable to meet objectives in timely manner and ultimately responsible for management of fiduciary risk, attention to value for money and continual performance improvement

Qualifications for project team leader

- General business background with specific understanding of assigned area of responsibility
- Related business knowledge

- Strong Mutual Fund knowledge required – understand the end to end Business model for Mutual Fund Accounting
- Sound knowledge of Web (Internet/Intranet), Windows skills, Basic trouble shooting skills for Windows and web Applications
- Familiarity with domain of Fund Accounting (Mutual/Pension fund), Capital Markets, Investment banking and related areas