



Example of Team Leader Finance Job Description

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Our company is growing rapidly and is looking to fill the role of team leader finance. 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 team leader finance

- Assist with increasing headcount into the team
- Allocate and delegate tasks to team members and manage the task monitoring system used for regular business review reporting
- Act as the project manager who will oversee the planning, implementation and tracking of any short-term or streamlining and automation projects
- Take the lead role in resolving critical issues raised during operations and proactively manage and monitor control efficacy to ensure potential risk is minimized
- Effectively communicate significant production updates and challenges to management to the business unit in a timely manner
- A tertiary qualification in accounting or relevant work experience in an accounting/budgeting environment
- Demonstrated sound judgement, forward thinking and impactful problem solving skills to resolve accounting issues in an accurate and timely manner
- Demonstrated ability to analyse data, identify trends and variances, draw conclusions and put forward recommendations that are insightful and pragmatic that address improvements for current and future needs of the business
- Excellent written and verbal communication skills and demonstrated ability to provide robust and relevant financial advice to key internal stakeholders
- A Finance Associate in the Expense Team will be responsible for checking staff expense claims to PA policies for staff across all our offices globally

processing over 50,000 expense claims per year, in a multicurrency / global organisation

Qualifications for team leader finance

- Manage team service levels, production, and quality standards
- Client focused with good relationship-building, time management and communication skills
- Financial and Working Capital Understanding – In-depth
- Canadian Payment Landscape – In-depth
- Treasury Management Understanding – In-depth
- Corporate Cards Understanding – In-depth