



Example of Team Leader Finance Job Description

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Our innovative and growing company is hiring for a team leader finance. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for team leader finance

- Timesheet and Expenses Administration, including issuing missing timesheet reports and chasing missing timesheets
 - Setup of new projects in line with approved PID's or WSA's, including input of initial income & expenditure forecasts
 - Assistance with the updating/maintenance of project forecasts in liaison with Project Managers
 - Invoice Processing (Accounts receivable and payable)
 - Assistance with Co-ordination of Annual Business Plan and monthly forecasts
 - Processing and facilitating timely approval of supplier invoices
 - Provide technical expertise and capacity building for improving transparency of the pharmaceutical sector including government processes for pharmaceutical and health commodity procurement
 - Support the analysis of existing arrangement for health financing for the pharmaceutical sector as a basis for development or modification of existing policies and strategies
 - Undertake analytic work or overall situation analysis of global and local health sector financing to determine key obstacles to progress towards pharmaceutical strengthening
 - Ensure strong synergies between the financing reform process and dialogue and development with regard to overall pharmaceutical systems reforms (such as country strategic reviews, development of national pharmaceutical policies and budgets)
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- Financial Services knowledge/ experience would be highly desirable
- Graduate of business courses, with preference to Accounting and Financial Management
- Good understanding of the end-to-end production environment, and the impact of changes to the reporting process, production schedule, and all the systems and applications supporting a financial reporting environment
- University Business Degree and/or recognized accounting designation
- Experience using enterprise planning tools (Cognos, Hyperion, MSTR,etc)
- Minimum 5+ years relevant (Accounting, Accounts Payable, Shared Service) working experience in a multinational (preferably US based) company