



Example of Team Leader Finance Job Description

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Our growing company is looking to fill the role of 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

- Support the development of knowledge products and thought pieces that build on the evidence base for how good governance influences pharmaceutical systems strengthening, transparency, and budgeting
- Represent the program at various fora to share lessons learned from pharmaceutical policy and regulatory strengthening activities
- Demonstrate ownership of team plans, planning and organising team tasks and priorities to achieve overall reconciliation plan objectives and timescales
- Ensure reconciliation tasks are completed according to defined processes and procedures and quality standards
- Supervising and monitoring team member outputs to ensure proper task completion and record-keeping and to ensure corrective action is taken on an ongoing basis
- Ensure that anomalies and exceptions are identified, reported and escalated as necessary at the earliest opportunity
- Primary operational responsibility to ensure processing invoices and preliminary payment runs on time per service level commitments to the SBG's
- Staffing and resource planning
- Participate in annual business planning process, including development of succession plans, and annual operating plans (MRR & AOP), and quarterly ops reviews
- Identify and lead Six Sigma process improvement and standardization initiatives, including performance measurements, metrics and internal audit and controls processes

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- At least 3 years in a role relevant to Accounts Receivable
 - Demonstrate proficiency in the domain of Accounts Payable and thorough understanding of financial accounting and reporting
 - Work closely with In-Business Finance and other internal stakeholders (eg
 - Plan, manage and review the accurate and timely development of the internal budget at various organisational levels by the budgeting team, working closely with the In-Business Finance Managers to integrate budgeting processes and use of in-system and off-system tools across the organisation and including strong communication to whole of finance and the business
 - Work closely with Corporate Finance External Budget Team Leader to ensure ongoing alignment of internal budget to the representation of the budget to government stakeholders
 - Contribute to providing best practice financial management service delivery and performance with a focus on accurate delivery and continuous improvement